

**THE HOWARD PARTNERSHIP TRUST**  
**ADMINISTRATOR FOR COVER AND EDUCATIONAL VISITS**

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<p><b>S5</b></p> <p>£16,096 - £18,775pa pro rata</p> <p>(£18,410 to £21,474pa FTE)</p>	<p><b>Administrator/ Cover/Admissions</b></p> <p>36 hours per week /40 weeks per year</p> <p>Start at 7:45am</p>	<p>Directly responsible to the Educational Visits Coordinator and SLT with responsibility for cover.</p> <p>Daily line management from Student Services manager</p> <p>Directly responsible for no other staff members.</p> <p>To provide an efficient and accurate support service for the cover of lessons during the school day, educational visits and student services.</p> <p><b>Cover Administrator</b></p> <p>Including the following duties:</p> <ul style="list-style-type: none"> <li>• To receive calls and emails from staff regarding their absence</li> <li>• To allocate appropriate cover staff, (pool or permanent) to cover classes to ensure all classes are supervised</li> <li>• To arrange re-rooming of lessons as necessary</li> <li>• To provide cover information to all relevant parties in a timely manner</li> <li>• To be in regular contact with all Cover Supervisors, whether face-to-face, over the telephone or via email</li> <li>• To keep accurate records of contact details of all Cover Supervisors and Exam Invigilators</li> <li>• To work with the SLT member responsible for cover, ensure accurate knowledge of the necessary software</li> <li>• To respond efficiently and effectively to any emergency cover requirements, bringing any difficulties to SLT in a timely manner</li> <li>• To allocate cover effectively and efficiently for all teaching staff absences and to inform relevant staff of any changes to the cover list</li> <li>• To administer the cover system in accordance with the school's process and procedure</li> <li>• To book exam invigilators for all internal and external examinations</li> <li>• To allocate rooms to exams including for all access arrangements requirements</li> <li>• To liaise with supply agencies and book staff as required</li> <li>• To be the main point of contact for supply staff</li> </ul>	<p>The following list is not exhaustive but is intended to clarify essential attributes required to perform this role:</p> <ul style="list-style-type: none"> <li>• Able to use initiative</li> <li>• Excellent inter-personal skills to all levels</li> <li>• Good attention to detail</li> <li>• Good time management, well organised and able to prioritise workload, both individual and shared</li> <li>• Able to work under pressure and to deadlines</li> <li>• Able to work alone or in a team</li> <li>• Punctual and flexible attitude</li> <li>• Proactive and adaptable</li> <li>• Hardworking and committed</li> <li>• IT – Advanced Microsoft Office</li> <li>• Able to relate productively with staff and students</li> <li>• Uphold and support THPT Policies and procedures on the safeguarding of young people</li> </ul>	<p>Good education to GCSE level in English, maths and science or equivalent – Grade C and above or equivalent.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development ay include:</p> <ul style="list-style-type: none"> <li>• Induction training</li> <li>• On the job training</li> <li>• Familiarisation with THPT policies and practice</li> <li>• Support staff performance management programme</li> <li>• Safeguarding training</li> <li>• SIMS</li> </ul> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

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- To provide basic induction for supply teachers, ensuring that: those new to the school can locate relevant facilities and fully understand what is expected of them in terms of policy and procedure (including Health and Safety and Behaviour policies); and those who have previously worked at the school are fully up to date with policy information

**Educational Visits Administrator**

Including the following duties:

- To liaise with the Educational Visits Coordinator (EVC), staff and parents
- To work with trip leaders to calculate the costs of trips, set up payment systems and follow up outstanding payments
- To work closely with the finance department regarding trip costs and to ensure that payments are correct and any issues are dealt with quickly and efficiently
- To liaise with travel companies and create trip itineraries
- To book events, flights, hotels and transport through the relevant companies and agencies
- To prepare medical and contact information for trips. Liaising with travel companies to ensure that they have the correct information.
- To complete Evolve forms where appropriate
- To prepare information regarding the trip for the duty officer and main office.

This role requires the educational visits administrator to work closely and effectively with staff to ensure the successful outcome of each trip. In addition, it requires liaison with students and parents to ensure that everything is in place for each individual trip. This may involve making reasonable adjustments for individual students, such as the provision of specialist equipment. The role will also include dealing directly with travel companies to ensure that the school is able to secure the best possible deal for our students.

**General Student Services support**

Including the following duties:

- Provide refreshments for visitors and meetings as requested by SLT and/or Office Manager in a courteous and helpful manner
- Provide first aid and medical room support
- Provide an effective photocopying service
- In the event of absence, covering colleagues' work as appropriate

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		<p><b>General conduct</b></p> <ul style="list-style-type: none"><li>• Maintain confidentiality in and outside the workplace with particular regard to data on the Howard of Effingham computer systems</li><li>• Support the aims and ethos of the Howard of Effingham, setting a good example in terms of dress, behaviour, punctuality and attendance</li><li>• To ensure Howard of Effingham School and The Howard Partnership Trust's (THPT) policies are upheld.</li></ul>		
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