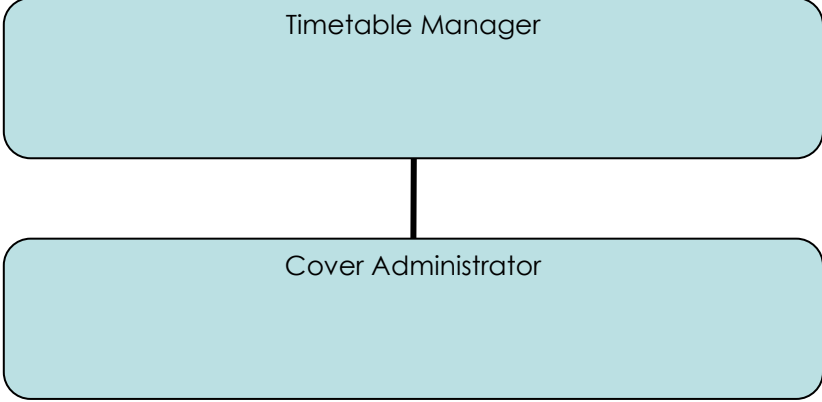




## Ralph Allen School Role Description

<b>Role title</b>	<b>Cover Administrator</b>
<b>Grade</b>	Grade 4, points 7 - 8
<b>Responsible to</b>	<b>Timetable Manager</b>
<b>Date</b>	January 2021
<b>1. Role purpose</b>	To carry out the administration of cover within the school – daily allocation of cover and allocating cover for long term absence, working closely with the Timetable Manager.
<b>2. Principal duties and Responsibilities</b>	<p><u>Plan and organise staff cover needs on a daily basis.</u></p> <p><u>Dealing with future cover absences.</u></p> <ul style="list-style-type: none"> <li>➤ Enter absences into the SIMS.net cover module, SIMS.net diary.</li> <li>➤ Allocate HLTAs and supply teachers according to their skills, and, if applicable decide how much supply cover should be bought in, within the agreed policy and in agreement with the Timetable Manager.</li> <li>➤ Reply to staff that cover has been recorded and approved.</li> <li>➤ Liaise with the Timetable Manager in advance, when cover needs are very complex, for checking.</li> <li>➤ File absence slips.</li> <li>➤ Maintain supplies of absence forms in staffrooms.</li> </ul> <p><u>Provide finance staff with details of use of supply teachers.</u></p> <ul style="list-style-type: none"> <li>➤ Ensure suitable budget information is collected for finance purposes.</li> <li>➤ Follow all school finance procedures and guidelines.</li> <li>➤ Check hours worked by supply and agency staff for finance dept.</li> </ul> <p><u>Deal with cover emergencies</u></p> <ul style="list-style-type: none"> <li>➤ Resolve any cover problems or emergencies.</li> <li>➤ Make suggestions to the Timetable Manager about procedures for dealing with cover emergencies.</li> <li>➤ Arrange contact with substitute cover as appropriate.</li> </ul> <p><u>Supply teachers</u></p> <ul style="list-style-type: none"> <li>➤ Maintain a database of suitable supply staff and agencies and liaise with them as appropriate. Maintain appropriate, accurate and up to date records following school Safeguarding policies for the Single Central Record.</li> <li>➤ Set out cover needs and contact supply teachers.</li> <li>➤ Welcome new supply staff, provide a brief induction and provide them with appropriate information.</li> </ul> <p><u>Room changes</u></p> <ul style="list-style-type: none"> <li>➤ To allocate room changes, using the SIMS.net system, and to communicate these appropriately to members of the school community. To follow school procedures concerning room changes, appropriate signage, etc.</li> </ul>

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	<p><u>Data and assessment</u></p> <ul style="list-style-type: none"> <li>➤ Provide cover reports and statistics on a regular basis, as required by Leadership Team, Timetable Manager and HR.</li> </ul> <p>All members of the administration team are requested to be constantly mindful of the most efficient ways of working, and to generate ideas for improved efficiency and better systems, to be discussed with their line managers.</p> <p>The postholder will carry out any other duties that might be considered to be commensurate with the post, as required.</p> <p>Self-evaluation of all the above will be carried out as a continual process.</p>
<p><b>3. Dimensions (in quantitative terms, the key areas on which the job has an impact)</b></p>	<p>Cover staff and teachers at Ralph Allen School          Students of the school          Support staff within the school          Cover agencies and agency staff</p>
<p><b>4. Organisation chart</b></p>	 <pre> graph TD     TM[Timetable Manager] --- CA[Cover Administrator]         </pre>
<p><b>5. Physical Effort</b></p>	<p>N/a</p>
<p><b>6. Working Environment</b></p>	<p>Working in a large secondary school.</p>
<p><b>7. Person specification</b></p>	<p>Good ICT skills          Organisational skills; logical thinking          Able to work efficiently under pressure          Good communications skills – friendly and confident          Ability to take decisions          Self-motivation          Work well as a member of a team          Ability to function effectively in the early morning  <i>Training will be given on SIMS.net cover, and related systems</i></p>
<p><b>8. Additional information</b></p>	<ul style="list-style-type: none"> <li>• This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.</li> <li>• The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.</li> <li>• The postholder will always carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.</li> <li>• The postholder will be expected to undertake any appropriate training provided by the authority and/or school to assist them in carrying out any of the above duties.</li> <li>• The postholder will be required to promote, monitor and maintain health, safety</li> </ul>

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and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

- This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.

Term time only plus 3 inset days; 15 hours per week Monday to Friday

7.00 am to 10.00 am. Occasional extra hours may have to be worked, for which overtime would be paid.