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## Job Description

<b>Job Title:</b>	Cover Administrator
<b>Grade:</b>	Scale 5 - £32,070 - £33,987 OLW pro - rata £22,595.67 - £23,946.00
<b>Hours:</b>	Term time only: 38 weeks per year + INSET Days 30 hours per week: 7am - 1pm Monday - Friday
<b>Line Manager:</b>	Deputy Headteacher
<b>Team membership:</b>	The Green School for Girls Administrative Team
<b>Supervisory Responsibility:</b>	none
<b>Functional Relationships:</b>	
● <b>Internal:</b>	Executive Headteacher, Head of School, Senior Leadership Team, Inclusion team Central services team, Front of House and administrative staff, students
● <b>External:</b>	Visitors, Supply agencies, front of house
<b>Home School:</b>	TGSG

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## Main purpose of the post

Undertaking the administration duties surrounding organising, planning and booking cover for teachers and support staff. As part of the administrative team the role also supports general admin as required.

- To organise and administer cover for teaching staff and support staff
- To provide administrative support and ad hoc reception cover for the school office
- To supervise the reflection room as part of the relief rota as required

## Outcomes

- Processes are followed for staff absence and all classes are covered appropriately and staff absence is recorded
- Administration of the school is well supported and reception cover is seamless
- Reflection room is staffed at all times including break time

## Specific Responsibilities and tasks

- **Processes are followed for staff absence and all classes are covered appropriately**
  - Phone calls and e-mails regarding staff absence are picked up at 7am
  - Due process is followed regarding recording of absence and liaison with HR
  - Cover is put in place for classes and staff are notified
  - Liaise with Cover at TGSB when staff teach across both schools
  - Liaise with Cover at TGSB when external cover required from agencies
  - Call and book agency cover and ensure vetting sheets and safeguarding procedures are followed
  - Record and track cover to ensure rarely cover for teaching staff
  - Liaise with SLT with oversight of cover
  - Ensure support staff cover requests are fulfilled in liaison with SLT
  - Log all staff absences on the MIS and liaise with HR
  - To ensure efficient use of resources and keep SLT and HR informed of cover requirements
  
- **Administration of the school is well supported and reception cover is seamless**
  - To ensure all administrative tasks are carried out efficiently and accurately and meet deadlines
  - To ensure that inclusion tasks are completed as directed by Deputy Headteacher/Office Manager
  - To ensure all calls/emails are responded to.
  - To ensure messages are accurate, passed on and followed up.
  - To ensure that the right people receive message in a timely manner
  - To ensure telephone and e-mail manner is polite, professional helpful and friendly
  - To ensure Front of House is friendly and visitors are welcomed with a smile
  - To ensure sign - in procedures are followed meticulously
  - To ensure safeguarding procedures are adhered to
  - To maintain a professional working environment at all times
  - To ensure procedures are followed for lock down/ fire/ emergency evacuation ensuring lists of all on site are provided to senior staff when
  - If needed Reception may need to be covered at TGSB
  
- **Reflection room is staffed at all times including break time**
  - Cover the reflection room as part of the office staff rota if required

## General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by CEO & Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and CEO & Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or .organisation

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations May 2018

### **Equal Opportunities**

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

### **Safeguarding Children**

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education"

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

### **Health and Safety**

You are required to comply with the school's Health and Safety policy at all times

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed April 2024