

# Job Description

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**Role:** Cover Administrator (Secondary Phase)

**Grade:** Scale 4 (£29,412 - £30,771) Pro-rata for Part-time; option for full-time with other whole school administration duties.

Cover Administrator hours are 6.30am – 9.30am (18 hours a week)

**Reporting to:** Head of School (Secondary)

**Responsible for:** Organising cover for absent teachers

## Purpose of Post

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- To allocate cover effectively and efficiently to enable the school to operate with minimal disruption to students

## Main Duties

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### Cover Administrator

- To arrange daily internal cover or external supply cover for absent staff, either planned (training, meetings, discretionary leave etc.) or unplanned (sickness, emergencies etc.)
- To keep a central record of all planned absences and room changes including:
  - External trips
  - Internal activities
  - Approved discretionary leave
  - Internal and external examinations
  - Non- teaching staff duty cover.
- To receive calls from staff regarding unplanned absence (sickness etc.) from 6.30am each morning.
- To ensure that all cover and room changes are entered onto SIMS and planned for accordingly
- To produce a daily cover/room change timetable and individual timetables for cover staff as necessary.
- To oversee the work of the Cover Supervisor/s and be responsible for distributing administrative duties, as appropriate, when they are not required to cover lessons.
- Deal with any changes regarding cover arrangements and deal with any issues arising ensuring that all updates and messages are received by relevant members of staff.
- To establish relationships, and be the main point of contact, with supply agencies on a daily basis and book supply staff as required.
- Ensure all relevant information is provided to agency staff upon arrival including cover work.
- For all external supply agency staff, ensure timesheets are checked and correct; signed daily and electronically authorised with the agencies at the end of each week
- To liaise with Heads of Department and Senior Leadership with regards to supply teachers who are on a long-term contract, ensuring that appropriate feedback is obtained from the departments and shared with the supply agency
- To collate any issues with regards to the quality of cover work that has been set and inform Heads of Department when issues arise
- Ensure all required information for agency staff is received and recorded correctly, e.g. ID, DBS information and any other information relevant for the Single Central Record.
- To record staff absence information on Management Information Systems (SIMS).
- To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff
- Ensure that all financial commitments relating to external agencies are recorded.

- Ensure that safeguarding procedures in respect of supply staff are adhered to.
- To provide administration support in Reception once daily Cover duties completed.

Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.

## Other Duties

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### **Developing Self and Working with Others**

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

### **Strengthening Community**

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;

### **Safeguarding and Promoting the Welfare of Children**

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

### [Data Protection](#)

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

### [Equal Opportunities](#)

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### [Health and Safety](#)

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

### [Safeguarding](#)

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

# Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (**bold text**). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).

Qualifications & Experience	<ol style="list-style-type: none"> <li><b>1. Educated to at least GCSE grade C standard or equivalent in English and Maths/ NVQ Level 2 or equivalent.</b></li> <li>2. Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study, etc.</li> </ol>
Knowledge & Skills	<ol style="list-style-type: none"> <li><b>1. Recent experience of working in a school setting or similar environment</b></li> <li><b>2. Ability to relate well to children and adults</b></li> <li><b>3. Work constructively as part of a team; understanding roles and responsibilities within a school and your own position within these</b></li> <li><b>4. Microsoft Office skills.</b></li> <li><b>5. Knowledge of SIMS/other Management Information Software.</b></li> <li><b>6. Good organisational skills – ability to prioritise workload and meet deadlines.</b></li> <li>7. Basic knowledge of First Aid</li> <li><b>8. Commitment to the protection and safeguarding of children and young people, up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</b></li> </ol>
Personal Qualities	<ol style="list-style-type: none"> <li><b>1. Able to show initiative and prioritise one's own work and that of others even when under pressure.</b></li> <li><b>2. Punctual and conscientious</b> (assessed through references).</li> <li><b>3. Reliability, tact, diplomacy, confidentiality, and sensitivity when dealing with staff absence.</b></li> <li><b>4. Able to follow direction and work in collaboration with Executive Headteacher and Head of School.</b> (assessed through references).</li> <li><b>5. A commitment to the school's visions, values and ethos.</b></li> <li><b>6. Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards.</b></li> <li><b>7. A personable nature to build effective relationships all members of the school community.</b></li> <li><b>8. Able to communicate effectively (written and verbal) to a variety of audiences.</b></li> <li><b>9. A positive, solution-focused mindset and determined "no-excuses" approach to raising standards</b></li> <li><b>10. Able to work flexibly and independently but also as part of a team.</b></li> <li><b>11. A commitment to the highest standards of child protection and safeguarding.</b></li> <li><b>12. Recognition of the importance of personal responsibility for health and safety standards.</b></li> </ol>

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_