



Job Description

POST: Cover Administrator/General Administration

RESPONSIBLE TO: HR/Office Manager

SALARY: SCP18 – SCP22 (£29,269 – £31,364) FTE

LOCATION: Oasis Academy MediaCityUK

WORKING PATTERN: 37 hours per week, Term Time Only + 2 weeks

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: To undertake a variety of administration tasks to contribute to the smooth running of the Academy Administration Team in order to efficiently support the staff and students of the Academy.

SPECIFIC RESPONSIBILITIES:

Cover

- Arrange cover staff for all known absences in advance of the absence date
- Arrange cover when staff phone in sick the morning of the absence
- Liaise with external agency to arrange staff
- Allocate and monitor workloads, monitor punctuality, and conduct within the academy and then conduct meetings to address any issue with the supply staff involved
- Investigate any incidents, allocations either from or against supply staff, inform senior leaders if appropriate, inform external agency's if appropriate, take up with the member of supply staff if appropriate
- Ensure that the welfare of the supply staff is taken care of whilst in the academy, supporting them if they present as unwell or if an incident has taken place with the classroom that has upset or physically hurt them
- Ensure all supply have all health and safety information for the working in the building
- Ensure long-term supply have appropriate PPA time in guidance with the school policy
- Ensure all supply staff have correct qualifications and checks (DBS)

- Liaise with head of faculties to ensure appropriate cover work is set and support is put in place for the supply staff
- Arrange re rooming for cover purposes
- Allocate lessons to under allocated Academy staff, ensuring that they still receive the allocated PPA time
- Arrange cover room with senior leadership team when needed
- To raise claims through our Insurance for teaching staff absence

Administrator

- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised, and deadlines are met.
- To receive and process incoming calls, passing on messages to the appropriate staff
- To collect students for appointments and deliver urgent messages to classrooms if required
- To maintain and update student records
- To play an active role in fire evacuation
- To cover reception duties if required
- To input into designated information management systems and to use, download and distribute associated output as required (Bromcom, Evolve, Fastrak, Inentry, Handsam)
- Monitor and respond to queries received via the app or academy mailboxes
- To carry out first aid duties
- To participate in break/lunch duties
- To support the Business/Finance director in managing health & safety by monitoring and regularly updating the Handsam system

OTHER RESPONSIBILITIES:

- The post holder will be subject to performance management objectives agreed annually
- All staff take an active role in the Academy's care and guidance of students
- The post holder will carry out additional site-specific duties (subject to negotiation)
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Cover Administrator/General Administration Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good levels of numeracy and literacy 	<ul style="list-style-type: none"> • GCSE English & Maths (or equivalent)
EXPERIENCE, SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Experience of working in a busy office environment 	<ul style="list-style-type: none"> • Recent school office experience
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to use a keyboard and operate office equipment e.g., photocopier or fax machine • Ability to take accurate messages and pass them on to others • Ability to follow instructions and procedures and complete tasks to deadlines • Ability to work effectively as part of a team • Ability to deal appropriately with parents, staff and students • Willingness to undergo appropriate checks, including enhanced DBS checks 	

	<ul style="list-style-type: none">• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos• Ability to ensure high quality professional internal and external, verbal and written communication• Ability to use initiative and demonstrate a 'can do' attitude• Ability to use a range of computer software packages including Microsoft office and Bromcom – management information system• Ability to demonstrate high levels of motivation and commitment to achieving our vision• Ability to be well organised and hard working	
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