# St Michael’s Catholic Grammar School

*“Love one another, as I have loved you”*

## Job Description

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| **Role** | **Cover/Attendance Administrator** |
| **Hours and weeks** | 36 hours per week, 39 weeks per year.  Regular hours 07:30 to 15:45 (15:30 on Friday) although some flexibility is expected according to the requirements of the school.  One hour for lunch taken in negotiation with line manager. |
| **FTE salary range** | Unified Rewards Grade E  Schools Administration job family – level 3 |
| **Reports to** | Deputy Headteacher |
| **Supervising duties** | Supervising a team of Cover Supervisors and Invigilators |

### Purpose

The Cover/Attendance Administrator is responsible for managing and organising cover for absent staff both teaching and non-teaching. Organising and providing induction and support for supply staff both teaching and non-teaching. Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks. The line management of all cover supervisors including their induction, training and appraisal. Organising and administering internal examinations, organising and communicating any room changes. To oversee the schools attendance procedures, ensuring that official registers are accurately maintained and attendance trends monitored and reported on to appropriate audiences.

Contributing to the overall ethos, work and aims of the school.

### Key accountabilities

This list is not exhaustive.

#### Cover (incorporating internal examinations)

Manage the staff cover system to ensure continuity in teaching and learning.

Keep records on covers completed by individual staff to ensure that regulations are adhered to.

Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.

Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.

Provide staff with cover details at the start of the day and when emergencies occur.

Act as the main point of contact for any problems that may occur in relation to cover.

Provide a daily cover sheet, updated as required, to relevant areas and members of staff.

Monitor the effectiveness of supply staff as per school policies and procedures, informing her/his line manager of any concerns.

Advise her/his line manager, the senior leadership team and the governing body on matters relating to cover arrangements.

To plan, organise and communicate all room changes across the school.

To organise all internal examinations, rooming, invigilation and timings – liaising with other staff as appropriate.

#### Attendance

Ensuring all registers are completed correctly on SIMS

Monitoring the input of lates and absences of students onto SIMS.

Update SIMS with information received from form tutors and Head of Key Stage

Identify poor attenders and monitor their attendance

Generate attendance reports for Heads of Key Stages every half term – or more often if requested.

Provide analysis for SLT regarding attendance trends and patterns.

Liaise directly with parents regarding attendance including letters warning of poor attendance.

Work with targeted students to improve attendance; meeting students, parents and other outside agencies

Liaise with the Exams Administrator ensuring that any missing students are chased.

### Knowledge, training and experience

Educated to NVQ level 3 / AS A2 or equivalent knowledge and experience

Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 3 or equivalent knowledge and experience

Significant relevant office experience

Knowledge of Data Protection, Safeguarding and confidentiality issues

Knowledge of internal and external guidelines and statutory requirements

Deep knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems

Knowledge and understanding of appropriate specialised systems and administrative and/ or financial procedures

Supervisory experience

Able to use office equipment, such as photocopiers, printers, fax, laminators Proficient user of MS Office software and/or in-house software

### Planning, organising and controlling skills

Work within the school policies and procedures organise, plan, and deliver work that is usually completed in the short term

Provide a range of administrative and organisational and/or secretarial support services for the school for example liaising with pupils, parents/carers, undertaking word processing and data inputting tasks including operation of relevant equipment and ICT packages, such as student databases, staff databases

Plan for and organise the administration of school trips/visits and events

Contribute to the short term plans of the school

May supervise others

### Communicating and influencing skills

Provide advice, guidance and support on a range of non-teaching issues to Head Teacher, teachers, other school employees, Governors, pupils, parents and other members of the community

Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided

Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications

May undertake reception duties including dealing with visitors as required using courtesy, tact and diplomacy

May supervise others by using diplomacy, sensitivity and empathy

### Initiative and innovation skills

Work within internal and external guideline, statutory requirements, school policies and procedures using initiative to prioritise tasks and organise own and others workload

Creative skills for developing, planning and managing administrative and /or financial procedures and systems

Deal with problems independently and seeking advice from Head Teacher/Deputy Head

Teacher/School Business Manager/Office Manager as necessary

### Budget accountability

No direct budget responsibility but may carry out financial transactions, including handling of small amounts of cash, in line with policies and procedures

May monitor and manage a limited range of stock within an agreed budget

**Staff accountability**

May supervise other admin/finance staff

### Physical effort

Normal office requirements including taking delivery and storing of stock and consumables as required

### Work environment

The job is based in an office environment within a school which is a pleasant work environment

Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in.