

**JOB TITLE:** Cover Administrator

**ACCOUNTABLE TO:** Human Resources Manager

**JOB PURPOSE:** To provide administrative cover for lessons with staff absence

**KEY ACCOUNTABILITIES**

- To attend classes and administer class registers for known staff absence.
- To be responsible for giving out work set by absent or other teaching staff
- To update electronic register system with absence registers and authorized absence
- To carry out general administration tasks
- To provide cover as appropriate for other administrators and reception.
- Any other reasonable duties as requested by Line Manager and ELT members
- Committed to equality, diversity and safeguarding practice with young people and vulnerable adults

**GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To support, promote and operate in line with the College mission and values

## **NOTES**

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time.
2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Post	Cover Supervisors	
CRITERIA	ESSENTIAL	DESIREABLE
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A good standard of general education including English and Maths at GCSE grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• A levels or equivalent</li> <li>• IT qualifications ( for example RSA Stage 11 Word Processing, ECDL or CLAIT</li> </ul>
<b>RELATED EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administrative capacity</li> <li>• Experience of maintaining data record systems</li> <li>• Experience of dealing with customers and/or clients by phone and in person</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in college or school context</li> <li>• Experience of dealing with confidential and sensitive information and situations</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to work with accuracy and attention to detail</li> <li>• Confident and competent in the use of IT in a working environment</li> <li>• Ability to respond and communicate with others showing sensitivity, clarity and focus</li> <li>• Ability to plan and prioritise work effectively and meet deadlines</li> <li>• Good written and oral communication skills</li> </ul>	
<b>ATTITUDE &amp; DISPOSITION</b>	<ul style="list-style-type: none"> <li>• Commitment to the continuous improvement of services offered by the College</li> <li>• Commitment to the stated values of the College, including valuing diversity and promoting equality</li> <li>• Commitment to safeguarding and promoting the welfare of young people</li> <li>• Flexibility and resilience</li> <li>• Open and approachable manner</li> <li>• Calmness under pressure</li> </ul>	