**JOB DESCRIPTION**

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| **Post:** Cover Administrator  **Responsible to:** Cover Manager, School Business Manager, HR Manager.    **Salary:** Grade equivalent to Single Status, points 11-16  **Hours:** 37 hours a week. Term-time only(Monday – Thursday 8.00 a.m. - 4.30 p.m. Friday 8.00 a.m. – 4.00 p.m). |

***Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).***

**Principal Accountabilities**:

**1) Supervision of classes to cover for teacher absence (approx. 60% of role)**

*This supervision will include the following responsibilities while taking* ***personal charge and responsibility of classes****:*

* Ensuring that work set by the absent teacher is collected, distributed to students and explained.
* Supervising the completion of set tasks by students while providing explanations that enable them to problem solve and arrive at solutions.
* Manage student behaviour so that the class is not disrupted or disruptive, and follow school behavioral policies.
* Praise students who are making an effort and using aptitude.
* Act with regard to the safety of students and other staff members.
* Reporting through to the absent teacher, when they return, with regard to student behaviour and attitude.
* Reporting through to the Cover manager with regard to any improvement areas around cover work set.
* Following through any behavioural repercussions with students through detentions etc. to ensure behavioural authority is established.

**2) Provide technical assistance to departments as directed by the Head of Department or any delegated teacher.** *This work will include*:

* The preparation of and mounting of displays within the classroom and other school areas.
* The preparation of teaching materials for use in a lesson and possible assistance in class demonstrations with a teacher leading.
* Individual learning assistance with a single or small group of students as directed by a teacher, providing support that enables those students to problem solve and arrive at solutions.
* Departmental administrative work, preparing, collating and presenting student educational improvement and outcome data.

3) **Provide Office Administration Support.** *This work will include*:

* Checking attendance records, making calls home to report un-authorised absences, keeping attendance records.
* Answering and transferring incoming telephone calls, answering queries and handling messages.
* Providing a service to students e.g. at a student reception.
* Greeting and directing visitors at the reception desk.
* Assisting in the reprographics department.
* Opening and distributing post.
* Ordering and stocktaking office supplies.
* Assisting with mail shots.
* Entering incident reports.
* Preparing and typing documentation.
* Organising lost property.

4) **Invigilate examinations**.

5) **Supervision of students during break times and lunch times**.

6) **Accompanying students on off-site activities**.

7) **Act as a first aider**.

8) **Lead a Tutor Group**.

Dependent on the size of a year intake the role may entail taking responsibility for a small tutor group. In addition to taking a register, the Tutor offers a mentor role to the students within their tutor group, offering support and guidance where possible and referring issues to other members of staff where applicable.

9) **Other duties and responsibilities**.

As directed, within the capacity of providing departmental support.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Education | - a minimum of Grade C at GCSE (or  equivalent) in English and Maths  Level 3 qualifications. | - A degree qualification. |
| Other qualifications |  | Driving Licence, First Aid qualification, IT and administration qualifications |
| Experience | Can demonstrate a flexible working approach through prior work. | Working with young people. Working in an administrative environment. |
| Knowledge | - awareness of responsibilities related to safeguarding of students.  - Microsoft office | Working with student databases/SIMS |
| Skills and Abilities | - highly professional demeanour  - a positive and cheerful personality  - sound organisational skills  - effective communication skills  -effective ICT skills  - the ability to work as part of a team  - the ability to use own initiative  - a person of integrity  - able to maintain confidentiality  - able to display empathy  - able to adapt  - a good sense of humour |  |
| Commitment and other requirements | - agreement to attend appropriate   training and development |  |