



February 2018
Dear Applicant

Twickenham School – School Cover and Administrator
36 hours a week term time plus one week (40 weeks)
7.00am-3pm Monday-Friday

NJC Scale 4 point 18 - £19,917 (pro rata £17,339) -21 £21,984 (pro rata £19,138)

Thank you for your interest in the above post based at Twickenham School. This pack includes the job description and person specification

We will use the person specification as the basis for selection for interview.

I hope you will decide to apply. Please submit your application form addressed to the Headteacher, Ms Assal Ruse by e-mail to: jobs@twickenhamschool.org.uk. In case of difficulty downloading the application form or information pack, please send an email to jobs@twickenhamschool.org.uk.

Closing date : Friday 2nd March 2018 12 noon.

Interview: 6th March 2018

The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit the school for a tour and informal discussion please contact the HR Manager on 020 8894 4503 or email to jobs@twickenhamschool.org.uk.

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely

Assal Ruse
Headteacher

School Cover and Administrator JOB DESCRIPTION

JOB TITLE:	School Cover and Administrator
RESPONSIBLE TO:	Admin Manager
SALARY RANGE:	Scale 4 points 18 – 21 £19,917-£21,984 (Actual pro rata salary 18-21 £17,339 - £19,138)
Hours	36 hours per week, 7.00am – 3pm Mon – Fri, 40 weeks per year (term time plus one week)

Job Purpose

To provide effective and efficient administrative and organisational support within the school. Oversee and organise day to day cover.

Work on own initiative with a high level of accuracy and responsibility in dealing with confidential information following the guidelines set down in the Data Protection Policy. To assist with the planning and development of support services.

Principle accountability

- Provide personal, administrative and organisational support to other staff
- Manage staff absence line and record all absences for teachers and support staff
- Organise cover arrangements for teaching staff for known absence and sickness absence. Including managing SIMS cover, organising cover teachers/supervisors, liaising with supply agencies and managing all aspects of cover.
- Maintain and sort data relating to pastoral/behaviour procedures, provide statistics and data analysis as required by SLT
- Coordination of Yr 11 references to colleges and prospective employers. Maintain and record log of activity. Liaise with HOYs to ensure correct paperwork is issued.
- Update SIMS student data
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise and maintain whole school filing
- Organise student references
- Contribute to the overall ethos/work/aims of the school
- Monitor and respond accordingly to info account and SIMS messages
- Provide support and cover for reception when required
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word processing and complex IT based tasks
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with staff and students
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others

Other Duties

Undertake other duties as required in line with overall grading and purpose of the job.
This post is subject to a six month probation period

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.

Personal Specification

Qualifications	Essential	Desirable	
Level 2 standard of education or equivalent.	/		
Excellent numeracy and literacy skills	/		
Experience/Knowledge			
Office administrative experience ideally in a school	/		
Experience of working in a school environment		/	
Data analysis experience working with advanced Excel.		/	
Advanced level computer literacy in all Word packages, SIMS and T6.		/	
Knowledge of relevant policies/codes of practice and awareness of legislation i.e. safeguarding and equal opportunities.	/		
Experience of cover in schools		/	
Skills & Abilities			
Excellent interpersonal and communication skills with adults and students.	/		
Excellent administrative skills	/		
Excellent ICT skills	/		
Proficient in all MS office applications.	/		
Excellent organisational skills, particularly concerning data handling and the maintenance of records	/		
Ability to work as part of a team	/		
Ability to Work independently using own initiative	/		
Ability to work under pressure and manage time effectively	/		
Ability to maintain an orderly working environment but be flexible to cope with interruptions and changing priorities	/		