**TEACHING SUPPLY AND COVER COORDINATOR**

**JOB DESCRIPTION**

**Hours of work:** 36 hours per week term time only. 7.15am to 3.15pm Monday to Friday (45 minute unpaid breaks on four days and a 30 minute unpaid break on one day).

**Salary:** Scale H7

**Reports to:** EVC for item 4 and Headteacher for other items

**Purpose of post:**

The post holder is responsible for ensuring the smooth running of all cover arrangements in school, for assisting the Educational Visits Coordinator (EVC) and for providing general administrative support.

**Main duties and responsibilities:**

1. To manage teacher cover for the school. This involves the following:

* To record teaching staff sickness and other absence, including taking absence reporting telephone calls, recording absences and recording teaching staff leave of absence requests once approved by the Headteacher.
* To make cover arrangements for all absent teachers, allocating cover to Faculty Teaching and Learning Assistants, NHHS teachers or supply teachers as appropriate and in line with teachers’ terms and conditions of employment.
* To report to the Headteacher weekly on teaching staff sickness and other absence, including data on number of lessons missed.
* To report to the Headteacher half termly on teaching staff absence, comparing data to national absence data.
* To publish daily cover summaries.
* To produce weekly returns for the Finance Department.
* To monitor, advise and provide detailed analysis to the Finance Director as appropriate on budget matters as this relates to supply costs.
* To allocate rooms for classes / meetings / exams etc. as necessary.
* To forge relationships with supply staff and assist them in all matters relating to their working day at NHHS.
* To induct, monitor and support supply staff during their working time at NHHS.
* To liaise with recruitment agencies - in particular to assist in finding suitable candidates for long term supply positions.
* To ensure that all supply staff have the correct DBS and compliance documentation in place, to check evidence of the same and liaise with HR as necessary.
* To deal with any problems with unexpected cover requirements as and when they arise.

1. To manage and communicate the break duty rota
2. To train other members of staff in the use of Cover 7.
3. To assist Educational Visits Coordinator (EVC) in processing applications for educational visits (5 hours of the working week is allocated to this item):

* Check of visit forms before outline approval is granted, this includes looking at cover requirements, letters and other details attached as necessary.
* Liaising with EVC and communicating with visit leaders at all stages of visit organisation.
* Arrange SMT Emergency Contact for trips outside of normal school hours.
* Keep records of visit forms, where either a ‘near miss’ or accident has been reported.
* Ensuring evaluations and ‘return from visit emails’ are completed and any issues highlighted to EVC.
* To produce a termly report and yearly report on visits, using Evolve.

1. To carry out general administrative duties such as filing, answering telephone calls, photocopying and booking appointments. This may include assisting in other areas of the school as required.
2. To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the Headteacher.

**PERSON SPECIFICATION**

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**Essential:**

* To relate positively to staff and be helpful and patient.
* To have good customer care skills when dealing face to face and over the telephone with staff and outside agencies.
* To present the school in a professional, courteous, friendly and business-like manner.
* Ability to handle confidential information with the utmost integrity.
* To have excellent IT skills, especially in Word and Excel.
* To have excellent attention to detail.
* To be very well organised, methodical and accurate.
* To have a strong desire to develop own skills.
* To be flexible in approach and happy to do whatever is required.
* To be reliable and able to work the hours required, particularly in relation to the early mornings.
* To have excellent attendance and punctuality.
* To have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team.
* To be committed to the principles and practice of equal opportunities.
* To be committed to student welfare and safeguarding principles of the school.

**Desirable:**

* To have experience of working in an administrative / clerical role.
* Current and/or previous experience of successful work in a school or college.
* Current and/or previous experience of working in a School Coordinator role.
* Experience of using SIMS, in particular Cover 7.