**Scale: Scale 4 7 to 11**

**Hours: 25 Hours – 7am to 12pm**

**Weeks : Term time only**

**Responsible to: Assistant Principal**

**ROLE**

To be responsible for the recording of all absences in the school. To arrange appropriate cover ensuring best value for money and stability for student classes.

**RESPONSIBILITIES**

1. **Cover**
* Manage and arrange the provision of the Cover Supervisors, supply staff and internal cover teachers. Including liaising with the agencies, making the decision on which staff to be employed and allocated each day. Collecting proof of identity and adding them to single central record.
* Manage and report the day to day emergency cover issues that arise i.e. teachers not arriving for lessons, staff needing cover for their lessons that is not pre-booked. This will include operating the rarely cover protocol when necessary. Also where available provide cover for internal exclusion.
* Responsible for recording and reporting all absence for Ely which includes sickness, TOIL (time off in lieu) and unpaid leave.
1. Management of Sick Absence
* Supporting the SLT link with the administration of processing the CMAT absence policy through the various stages of monitoring for both short term absence, and long term absence by arranging meetings, sending letters, emails, and arranging Occupational Health appointments and follow ups.
* Up-dating the EPM management portal for payroll for both Ely and Core Trust, reporting to SLT links and providing information via the Trust for the Governors Personnel Committee.
* Request and process all administration of back to work documentation, interviews and self-certification.
* Report to finance re - cover costs and claims.
* Participate in the process of recruiting and inducting Classroom Supervisors.
1. **Other Administration Tasks**
* Provide support to the Data and Achievement Team
* Provide support to the examinations team at key points.
1. **Support for the School**
* Participate in staff events
* Attend staff meetings
* Contribute to the maintenance of a safe and healthy environment.
* Contribute and participate in academy events and activities.
* Develop and maintain working effective relationships with other staff/agencies

Any other tasks, duties that may be reasonably requested.

1. Health and Safety
* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the employer on all issues to do with Health, Safety and Welfare.
1. Continuing Professional Development
* Participate in an induction programme.
* Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

**PERSON SPECIFICATION**

**Experience**

* Have experience of a pressurised office environment
* Experience of working in schools or college environment

**Knowledge & Qualifications**

* 5 GCSE passes or Equivalent - one of which must be English and another which must be Mathematics.
* Word processing package
* Awareness of the Data Protection Act
* Filing Systems
* Broad understanding of structure and organisation of schools MIS
* Prioritise and organise workload to meet deadlines cope with interruptions and remain calm under pressure.

**Skills**

* To be discreet, confidential and reliable
* To have proven organisational skills – self and systems
* Accuracy and attention to detail
* Use computer systems to record information and generate reports
* Use computer accurately for word processing
* Inputting and generating accurate reports on MIS software systems
* Co-ordinating and prioritising workload
* Effective communication via telephone or on an inter-personal level to obtain/give information in a courteous way, and to resolve queries/filter callers where appropriate

**Personal Qualities**

* To maintain a calm and measured approach and stay calm under pressure or in the presence of irate visitors and follow agreed guidelines for such situations, cope with interruptions and use initiative
* To have the ability to prioritise workload in a constantly changing working environment
* To communicate effectively with all staff, pupils, parents and outside agencies
* To be able to empathise, sympathise and support but maintain professionalism
* To obtain/give information in a courteous and succinct way
* Ability to work independently and be assertive
* Be smart in appearance, to promote the image of the school effectively
* To be flexible in undertaking work and adaptable to changing routine and procedures
* Use initiative in dealing with enquiries
* To have a positive attitude to work