

**Caterham High School**

# **Cover Administrator**

## **Job Description**

<b>Job Title:</b>	Cover Administrator
<b>Grade:</b>	LBR 3
<b>Hours:</b>	30 hours a week, 7am to 2pm (includes an hour for breaks)
<b>Responsible to:</b>	HR Manager / Business Manager
<b>Responsible for:</b>	NA
<b>Date of Job Spec:</b>	January 2020

### **Purpose of the Job**

**Main role:** Responsible for managing and overseeing the day to day cover for planned and unplanned absence of teachers and staff

#### **Also includes:**

- Carry out administrative tasks and administration as directed by the Line Manager
- Carry out data management tasks and administration as directed by the Line Manager

### **Main Activities**

#### **Cover Officer**

- Manage day to day cover for planned and unplanned absence of teachers within the agreed system of supervision
- Arrange additional cover staff as required
- Liaise with subject leaders and managers to ensure that appropriate cover work is available for cover supervisors/agency (short term)
- Process all paper work (eg timesheets and XXX) with regard to agency or supply staff, ensuring liaison with the Finance Team and Business Manager as necessary
- Keep accurate records of employment of agency and supply staff, pay and agreements of levels of work
- Arrange and communicate day to day changes in staffing and rooming (e.g. planning for timetable /staffing changes as a result of exams, events, extra curricular activities and visits)
- Use of SIMs cover/ personnel module to maintain and record absence and provide accurate reports.
- To assist in the recording, maintenance and monitoring of accurate absence records, including those absences due to sickness

- To assist in the maintenance of staff records, ensuring details are accurate, relevant and up-to-date in accordance with the Data Protection Act
- In liaison with the Headteacher/Business Manager and the HR Manager process the recruitment of long term supply staff (including agency staff and direct supply cover) e.g for maternity cover

#### **Administration and Data Management support**

- Carry out administrative tasks and administration as directed by the Office Manager or Business Administration Support Manager
- Carry out data management tasks and administration as directed by the Data Manager

#### **Equal Opportunities**

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

#### **Health & Safety**

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

#### **Safeguarding of Children and Young People**

All schools in Redbridge are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All staff are expected to be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty

#### **Other specific duties and responsibilities:**

- Participate in training and other learning activities and performance development as required, including positively engagement in the performance management process
- Be courteous and provide a welcoming environment to visitors and telephone callers at all times
- Contribute to the overall ethos/work/aims of the school, including Safeguarding
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others

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.

This job description is current at the date shown, but, in consultation, may be changed by the Head Teacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

# Caterham High School

## PERSON SPECIFICATION

### Cover Administrator

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems</li> <li>• experience of using database packages to input and extract data</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within education setting</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Good standard of education, including GCSE or equivalent qualification in Maths and English (Grade c or Grade 4)</li> </ul>	<ul style="list-style-type: none"> <li>• Higher level qualifications – Level 3, A levels, Degree</li> <li>• Administration qualifications, e.g. NVQ, Pitman, other</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Ability to process information from a variety of sources to create structured solutions for staff absence</li> <li>• Effective use of ICT equipment/resources and very good ICT skills</li> <li>• Excellent word processing skills using Word, Excel, Microsoft Office</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Able to communicate effectively in oral and written form with parents, carers, candidates, staff and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Experience of using SIMs to input and extract data</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent attention to detail and ability to work methodically</li> <li>• Ability to use own initiative and work proactively in an autonomous manner</li> <li>• Ability to achieve deadlines and prioritise a busy schedule</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to stay calm, especially with young people</li> <li>• Ability to deal with sensitive issues in a confidential manner</li> <li>• Enthusiasm, commitment and a desire to make a difference</li> </ul>	<ul style="list-style-type: none"> <li>• Empathy, flexibility, and resilience, with a well-developed sense of proportion and humour</li> </ul>