

The Cottesloe School

Aylesbury Road, Wing, Leighton Buzzard, Beds, LU7 0NY
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www.cottesloe.bucks.sch.uk
Headteacher: Mr A McBurnie BEd (Hons), MBA



Post Title:	Cover Supervisor/Administration Assistant
Grade:	Bucks Pay Range 2 pro rata (from £18,517 - £20,800 pa full-time equivalent)
Hours:	35 hours per week over 5 days (8.30am to 4pm including a 30 minute unpaid break), 39 weeks per year (38 weeks term-time plus 5 Inset days)
Responsible to:	Business Manager
Job Purpose:	Primarily support the teaching staff in the school by supervising lessons where teachers are absent, which will include managing the classroom environment and supervising the students carrying out the work provided. (Cover staff will not be expected to teach subjects.) Providing general administration support as and when required. This may include: exam invigilation, data entry, updating of display boards, trip supervision, general filing.

To work as a member of the school's Administration Team in accordance with the following:

MAIN DUTIES

i) To support the teaching staff in the school by providing cover for lessons:

- Work in a classroom, covering for absent teachers with students working from materials provided by the absent teacher or their Head of Department;
- Oversee the work of the students and respond to their needs.
- Maintain the standards of behaviour expected from students.
- Up to 25 hours of cover supervision may be required a week.

ii) To support members of the Administration Team, when cover allows, by:

- Assist with invigilation of internal and external exams;
- Maintain accurate and up-to-date student records using the school's student database and filing systems;
- Ongoing maintenance of school display boards, ensuring material is relevant and up to date;
- Attendance on organised school trips, and supervision of students thereon;
- To undertake breaktime or lunchtime supervision as required;
- Providing cover for support staff as required.

iii) Undertake such other duties/ responsibilities as may from time to time be reasonably required.

September 2017

PERSON SPECIFICATION

Post Title: Cover Supervisor/Administration Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable	How Measured
TRAINING/ QUALIFICATIONS:			
Good standard of education, including grade A* - C at GCSE or equivalent in English and Maths, and up to A level or equivalent.	✓		1, 4
Use of SIMS software		✓	1
High standard of written and spoken English	✓		1, 2
Word processing	✓		1
Data processing	✓		1
SKILLS AND COMPETENCIES:			
Confident working in a classroom setting	✓		1, 2, 3
Ability to recognise the need for and maintain a high degree of confidentiality	✓		1, 2, 3
Ability to work as part of a team	✓		1, 2, 3
Ability to organise and prioritise work effectively	✓		1, 2, 3
Ability to work to deadlines	✓		1, 2, 3
Ability to communicate with a variety of people in a friendly and professional manner	✓		1, 2, 3
Attention to detail	✓		1, 2, 3
EXPERIENCE:			
Working with secondary school age young people	✓		1, 2, 3
Working in an administrative role in a busy office	✓		1, 2, 3
Setting up and maintaining filing systems	✓		1, 2, 3
OTHER REQUIREMENTS:			
The post holder will be required to undergo criminal, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School. The postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.			

September 2017