

## Job Description

<b>Job Title</b>	Cover Co-ordinator & Admin Support including Educational Visits Co-ordinator
<b>Scale</b>	4.7 – 4.10 30 hours a week Term Time only (07.15 – 13:45)
<b>Status</b>	Permanent – 38 weeks a year, term time only
<b>Hours</b>	30 per week 07:15 – 13:45 Monday – Friday (including 30 minutes unpaid break)
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Teaching Staff, Support Staff, Senior Leadership Team
<b>Job Purpose</b>	To provide efficient administrative support
<b>Duties</b>	<p><b>Cover Co-ordinator</b></p> <ul style="list-style-type: none"> <li>• To organise and administer the daily cover arrangements for those staff who are not available for their normal teaching commitment</li> <li>• To ensure that the daily cover system operates equitably and fairly and to keep records for staff inspection of the cover completed</li> <li>• To maintain accurate attendance records for each member of all staff and ensure that this information is provided to the Finance Department for inclusion in the monthly absence return required by Payroll</li> <li>• To advise the HR team of daily staff absences</li> <li>• To ensure that daily alerts from PSP or Leave of Absence request forms are reviewed for cover requirements for future planned absences</li> <li>• To discuss attendance and cover records with the headteacher on a regular basis and bring to attention any concerns relating to teacher absences, especially those indicating potential long term absence</li> <li>• To meet with the headteacher on a regular basis to discuss the school calendar and timetable requirements</li> <li>• To engage supply teachers, after consultation with the Senior Leadership Team, for the purpose of covering staff who are unavailable to teach and to keep an up-to-date register of such supply staff</li> <li>• To support the recruitment of new staff by liaising with recruitment and cover agencies</li> <li>• Be mindful of budget when engaging supply teachers to ensure best value for the school without compromising quality of cover staff</li> <li>• To be responsible for ensuring that the needs of supply teachers are met, including their submission of a salary claim for cover completed inside the established timescale</li> <li>• To liaise and co-ordinate with the Examinations Officer, Progress Managers &amp; Vice Principal regarding room and cover requirements during assessment periods</li> <li>• To advise staff as to the availability of alternative rooms when necessary</li> <li>• To treat information relating to absence of staff in strictest confidence</li> <li>• To record Support Staff Absence</li> <li>• Create daily reports for Senior Leadership Team and PAs</li> <li>• To understand and keep up to date with the current Union and Agency Regulations regarding teaching and supply staff</li> <li>• To advise staff about cover requirements and costs for trips and visits</li> </ul> <p><b>Educational Visits Co-ordinator</b></p> <ul style="list-style-type: none"> <li>• Liaise with trip organiser to complete the required paperwork including: Additional Calendar request, Proforma to calculate all costings, Parentpay request form to set up payment if appropriate</li> <li>• Liaise with trip organiser to arrange the letter to parents/carers with trip details</li> <li>• Set up the Payment service on Parent pay and assign relevant students, once authorised by Headteacher and Finance</li> <li>• Be mindful and consider any Pupil Premium students and whether they can receive help towards costs</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep daily track of all payments coming in on Parentpay for various trips/visits and keep reflecting records</li> <li>• Keep the trip organiser updated with progress of payments and send reminders if necessary</li> <li>• Liaise with trip organiser to set up EVOLVE Risk Assessment</li> <li>• Check risk assessments on EVOLVE before sending these to the Head of School to be signed off</li> <li>• Keep copies of all paperwork filed</li> <li>• Reconcile trip expenses</li> </ul> <p><b>Admin Support</b></p> <ul style="list-style-type: none"> <li>• To provide additional admin support to the senior leadership team</li> <li>• Administrative duties including filing, word processing and telephone calls.</li> <li>• Establish and maintain contact with partner schools and organisations in the community.</li> <li>• Involvement in the preparation of events in school.</li> <li>• Take meeting minutes where necessary</li> <li>• Co-ordinate resources and upkeep of files.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

**PERSON SPECIFICATION  
ADMINISTRATOR FOR STAFF COVER**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy office environment
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
<b>Communication</b>	Written	Ability to complete forms and write routine letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with</b>	Behaviour Management	Understand and implement the school's behaviour

<b>children</b>		management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role