



JOB DESCRIPTION

JOB TITLE: **Cover Administrator**

Purpose:	To coordinate staff absence cover.
Reporting to:	Office Manager
Responsible for:	
Liaising with:	Cover Supervisors External staff agencies Teaching Staff SLT
Working Time:	13 hours a week Mon 6.30am - 1.30pm (with a ½ hr unpaid break) Tue 6.30am - 1.30pm (with a ½ hr unpaid break) Term time only Equivalent to 38 weeks
Salary/Grade:	Scale 5 Point 9 -12
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	January 2023



MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the Cover Administrator are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.</p>	
Support for Staff	<ul style="list-style-type: none"> • The timely and smooth operation of cover supervision, so that the needs of the school are met to address teaching and non-teaching staff absence. • To work under the guidance of SLT and/or teachers and liaise with teachers about cover work requirements. • Provide absent teachers with detailed feedback following any cover lessons that have been completed.
Administration	<ul style="list-style-type: none"> • To administrate staff absence requests in line with the staff absence management policy, including, ensuring staff absence is agreed and authorised in advance of scheduling cover. • Manage the cover budget and provide regular reports and updates to SLT in line with the school's cover costs review schedule. • To keep full and accurate records of staff absence and provide daily reports of staff absence to SLT. • Provide HT with reports on long-term cover and raise advance awareness of concerns of busy cover days for forward planning. • To devise cost effective and considered solutions to cover demands for planned and unplanned events, raising advance awareness of concerns to SLT. • Work with the HR administrator to ensure the numbers of days' absence are recorded on SIMS and monitor staff absence in line with the policies • To keep accurate records of the deployment of the cover team and report to SLT.
Other related duties	<ul style="list-style-type: none"> • To coordinate the work of the team of cover supervisors working in the school and build working relationships with supply agencies for this provision. • To contribute to the organisation of internal and external school examinations by assisting the exams officer with the room timetables_ Update cover lesson protocols and proformas in consultation with SLT line. • Be aware of and comply with policies and procedures relating to inclusion, child protection, safeguarding, behaviour management, health, safety and security, equal opportunities and SEND and confidentiality and data protection- reporting concerns to the appropriate member of staff and ensuring supply staff are provided with all the relevant and necessary information at the start of their placement at the school • Participate in training and other learning activities, meetings and an annual performance review as required. • Enable other colleagues to provide emergency back-up for management of the cover database, following appropriate training. • To manage cover administration and as required and contribute to the induction of cover supervisors. • Any other activity reasonably requested by SLT.



Other Duties	<ul style="list-style-type: none"> • Undertake a first aid at work qualification – Desirable but not essential
Essential Skills & Qualification	<ul style="list-style-type: none"> • Strong administration and organisational skills – methodical working practices and attention to detail • Ability to work under pressure and over time to develop arrangements and solutions to cover staff absence in cost-effective and efficient ways • Computer literate with ECDL or equivalent in experience • Knowledge of relevant computer systems to retrieve information, including Capita SIMS
Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. • Good communicator and ability to work with people at all levels. • Flexible and adaptable
Practical Skills	<ul style="list-style-type: none"> • Able to develop and maintain close links and work effectively with staff both within and beyond the school • Able to gather information and produce reports • Confident basic user of ICT. Must be numerate and well organised. • Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff • Ability to prioritise own workload
Staff Development	<ul style="list-style-type: none"> • To take part in the school’s staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
<p>EMPLOYEE RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school’s corporate policies. • To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. 	



- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- 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.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Headteacher) **Date :** _____