

**JOB DESCRIPTION**

**Job Title:** Cover and Administration Manager

**Hours:** 37 hours per week,7:00am - 3:00pm, term time plus 5 days

**Grade:** Grade F Scale Points 17 – 23 £24,920 -£28,226, which equates to £21,315 - £24,143 for working term time plus 5 days.

**Reports to:** Operations Manager

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**Main purpose of job:** To organise cover, deploy Cover Supervisors and undertake a range of administrative tasks to provide business support to the school.

**Key duties and responsibilities**

**Cover:**

1. To receive and monitor telephone calls daily in terms of staff reporting absences
2. Liaison with agencies for supply cover as efficiently as possible to ensure the best value and maintaining appropriate records, including the control sheet
3. Daily and advance planning of internal and agency supply cover, coordination, and production of the cover list, deployment of Cover Supervisors, ensuring staff are aware of their cover responsibilities each day, printing of registers, setting up usernames and passwords and forwarding cover work
4. Maintain regular contact and strong links with the school’s agencies
5. To record all absences and produce daily/weekly reports in respect of sickness, other absence, rarely cover, leave of absence requests, under allocated staff etc.
6. Prepare absence and data reports, supply data, costings and leave of absence requests
7. To be flexible with working hours - start daily at 7:00am to ensure cover is in place for the school day, plan ahead and deal with last minute changes
8. Induction and integration of long-term supply staff, including coordination on SIMS
9. Update manual and computerised record and information systems daily (including SIMS and other IT systems)
10. Keep up to date and adhere to ‘rarely cover’ regulations and guidance
11. To work closely with other colleagues including Finance, HR and SLT members to develop and maintain efficient and effective systems
12. Respond quickly to changes as they happen and resolve operational issues as they arise
13. Organise exam staffing, including external invigilators
14. Produce and update the duty rota
15. Book classrooms / computer rooms / meeting rooms and exam rooms for staff

**Administration:**

1. Support with the organisation of school events and logistics including transition day, rewards trips, founders’ day walk, variations to timetables, Primary School taster days, special assemblies and other events throughout the year
2. Assist with Open Evening meetings, planning Primary School visits and support the marketing of these events
3. Organise and minute internal meetings as required
4. Coordinate the booking of school resources such as meeting rooms.
5. Update and publicise the school Calendar as and when required
6. Line-manage specified support staff
7. Coordinate the planning of all school trips
8. Be part of the team coordinating fire evacuations (Fire Marshall) and maintain and update fire registers.
9. Undertake any other administrative/ special project support as and when required within School

The above duties set out the area of work in which duties will generally be focused and gives an example of the types of duties that the postholder will carry out.

Postholders are expected to be flexible and to operate in different areas of work and carry out other tasks, roles and responsibilities as may reasonably be required within the grade as required.

**OUR VALUES**

Our values underpin our mission and provide the basis on which we will achieve our vision. They drive our relationships with staff, students, and our communities and help us make decisions as leaders. All staff are expected to embody the values of the Trust:

* **Students first:** We put our students at the heart of all our decisions.
* **High expectations:** We have high expectations of both ourselves and others.
* **Integrity:** We do the right thing.

**PERSON SPECIFICATION**

**Job Title:**

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| **Qualifications and training** | **Essential** | **Desirable** |
| GCSE passes A\* to C or equivalent in English and Maths |  |  |
| A relevant higher education qualification |  |  |

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| **Experience, knowledge, and skills** | **Essential** | **Desirable** |
| Administration experience  |  |  |
| Experience of working in a school or similar environment |  |  |
| Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available |  |  |
| Ability to work meticulously, accurately and calmly under time pressures |  |  |
| Previous experience of using SIMS/ other school packages would be advantageous. |  |  |
| Strong ICT skills, knowledge of Microsoft Office  |  |  |
| Ability to communicate effectively with a wide range of stakeholders |  |  |
| Ability to persuade, motivate and negotiate |  |  |
| Ability to work proactively with excellent planning, organisation, and prioritisation skills |  |  |
| Ability to handle confidential issues and materials sensitively and appropriately |  |  |
| Flexibility and ability to cope with a wide range of tasks in a busy and changing environment |  |  |
| Ability to work on own initiative and as part of a team |  |  |

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| **Personal attributes** | **Essential** | **Desirable** |
| Committed to the delivery of excellent customer service |  |  |
| Responsibility for own professional development and be willing to partake in further development |  |  |
| A team player with energy, commitment, enthusiasm, and resilience |  |  |
| A commitment to equality and diversity policies |  |  |
| A commitment to Health and Safety |  |  |
| A commitment to child protection and safeguarding |  |  |
| Flexible approach to working hours  |  |  |

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| **Special requirements**  | **Essential** | **Desirable** |
| Satisfactory enhanced DBS certificate |  |  |
| Medical clearance |  |  |
| 2 satisfactory references |  |  |
| Full UK driving license and access to a car during working hours |  |  |

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.