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| BRIGANTIAmaster2015 | **Hinde House Secondary Phase**  **(a member of the Brigantia Learning Trust)** |
| **The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** | |
| **POST TITLE** | **Admin Officer with responsibility for daily cover and parental engagement** |
| **GRADE** | **Grade 6** |
| **RESPONSIBLE TO** | **Vice Principal - Outcomes** |
| **RESPONSIBLE FOR** | **N/A** |
| **HOURS/WEEKS** | **37 hours per week/41 weeks per year** |
| **PURPOSE OF JOB** | **To co-ordinate daily cover of lessons under the direction of the Vice Principal for Outcomes and support HR with absence related documentation in a timely manner**  **To oversee parental communication platforms and increase parental engagement**  **To ensure the management information system is updated in relation to student records**  **To update the academy website as required under the direction of the Principal** |

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| **JOB DESCRIPTION FOR POST OF: Admin Officer with responsibility for daily cover and parental engagement** |
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| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

**Main Duties**

**Co-ordinate daily cover**

* Handle incoming calls regarding all staff absence and record onto the management information system (Arbor)
* Ensure cover is assigned for absences relating to:-
  + Personal requests (medical etc)
  + Exams
  + Professional requests (courses – training etc)
  + Sickness
  + Meetings
* Liaise with appropriate staff in relation to requests for authorised absences
* Provision of a daily cover list, notifying all staff of cover arrangements
* Temporary room changes
* Liaising with HR providing documentation and statistics for staff absence, as requested

Liaise with supply agencies to:

* Achieve best value
* Organise short and long term cover
* Book supply teachers when required
* Ensure all appropriate safeguarding checks are received from the agency and recorded on the single central register, as appropriate

Co-ordinate supply agency staff:

* Produce and provide materials and guidance for supply teachers and agencies
* Ensure agency staff are informed of the days’ cover and locations
* Ensure agency staff receive key information (health & safety, safeguarding etc)

**Arbor**

Administration, day to day support for other users

* User administration
* Configuration of templates, workflows etc
* Parent communication
* Management of parent portal
* Create registers/groups for trips and extra-curricular clubs
* Working with the central data team to ensure accurate information is recorded and student profiles are maintained

**ParentPay**

Administration and day to day support for other users and on-going development of the system

* End of year procedures
* Staff use management
* Day to day parent enquiries and support
* Liaison with caterers
* Setting up of payment items
* Production of reports for stakeholders

**CPOMS**

* Administration and day to day support for other users and on-going development of the system
* Configure new users
* Configure new categories
* Design and produce reports as requested

**Academy Website**

* Configuration of new site pages
* Updating of pages
* Adding news items
* Initiating ‘Alert Page’
* Ensuring the home page and new sections are kept up to date, in a timely manner, with the information provided by other parties to promote a positive view of the academy
* Upload guidance and parental information, as directed, in terms of online safety and other relevant guidance or help

**Other Duties**

* To ensure return to work paperwork is forwarded to line managers for completion, ensuring accurate returns and submitting to the HR Team
* Range of admin support including keeping accurate records of staff absence, chasing GP notes and medical certificates and submitting these to the HR Team
* Being aware of staff who have triggered for staff absence management and liaising with the central HR Team
* Administrational support for Y7 intake, as required
* General support to the admin team, as necessary

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the academy
* Appreciate and support the role of other professionals as appropriate
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role

March 2024