



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Administration and Cover Assistant

Saint John Houghton Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Office Manager
Grade/Salary:	Band 3 (SCP 6 – 9)
Contract Type:	Part-time, Permanent
Hours:	37 hours per week over 40 weeks per year (Monday to Thursday - 7am – 3pm. Friday, 7am – 2:30pm)
Location:	Saint John Houghton Catholic Voluntary Academy, Abbott Road, Kirk Hallam, Ilkeston, DE7 4HX

Main purpose

The Administration and Cover Assistant will:

- To assist with the academy's staff cover system using the Arbor to ensure effective deployment of staffing.
- To undertake admin tasks as required by the Office Manager.

Duties and responsibilities

Arranging Cover

Assist with operating the academy system for managing staff absence and room closures using the Cover module on our Management Information System (Arbor):

- Take calls/messages/emails from absent staff and record staff absences in Arbor and arrange cover staff when required by using available teaching staff and agencies.
- Print registers for agency supply staff and cover notices for staff and maintain and update the Cover Pack for Supply Staff.
- Print and file placement notifications including vetting information of supply staff in school and complete timesheets for supply staff electronically.
- Meet and greet supply staff when they attend school and provide a brief induction.
- Assist with room bookings and room changes using Arbor, including for exams/access arrangements and produce signs for relevant classrooms informing relevant staff of changes as and when required.



Admissions

Support the Office Manager with Admissions by:

- Assisting with Year 7 and in-Year Admissions and help with enquiries.
- Assist with preparing Appeals documentation.
- Assist with the collating of supplementary forms and evidence.
- Assist with preparing necessary documentation for Induction Parents Evening.
- Prepare Offer letters for successful applicants.
- Assist with organising Open Day for Year 6 transition students including helping to prepare documentation, meeting and greeting on Open Day and answering any queries.
- Assist with providing additional tours for families unable to attend the Open Day/In Year applications.

Administration

- General typing and office duties using Microsoft Office packages as directed by Office Manager
- Send emails and texts to parents using Schoolcomms
- Attend and participate in meetings and training events as required including review of performance
- Any other admin tasks as required by the Office Manager.

Reception

Assist on Reception, including covering lunch breaks and as and when required due to absence:

- First point of contact for enquiries by telephone, email or in person
- First point of welcome, record and sign visitors and students in and out of the premises and issue visitor passes
- Administer first aid (training will be provided) and keep a record of students in sick bay, updating diaries where appropriate and contact parents/carers asking for the collection of sick students when needed
- Operate emergency procedures and telephone 999 for emergency services when requested to do so
- Open and distribute post to staff according to areas of responsibility
- Maintain a clean and tidy reception area welcoming to visitors at all times
- Ensure Registration Notes/Absence Notes/Signing-In Sheets/Visitor Badges are always available
- Assist SLT with lunchtime duties

HR

- Logging absences in Arbor and iTrent
- To follow up staff absence including issuing SSP Self Certs and Return to Work forms.

Behaviours

- Ability to deal with sensitive information in a confidential manner



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- Ability to relate well to students and adults, maintaining a professional working relationship at all times
- Ability to work constructively as part of a team, understanding roles and responsibilities and own position within these
- Flexible and positive approach
- Excellent team working skills

Skills

- Excellent ICT skills, in particular in the use of Arbor/Schoolcomms and Microsoft Office applications
- Good numeracy and literacy skills
- Professional welcoming and telephone manner

The Administration and Cover Assistant will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Administration and Cover Assistant

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Training	Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English	✓		A
	Level 3 qualification in business administration or equivalent experience	✓		A
	Evidence of commitment to continuing professional and personal development	✓		A
Experience	Experience of working in a busy admin/secretarial position	✓		A
	Experience of working in a school office		✓	A
Skills and Knowledge	A commitment to continual professional development	✓		A
	Excellent ICT skills	✓		A & I
	Excellent verbal and written communication skills	✓		A & I
	Excellent planning, organisation and negotiation skills	✓		A & I
	Knowledge of school administrative systems		✓	A & I
Personal Qualities	Flexible in terms of working hours and duties	✓		I
	Able to communicate effectively	✓		I
	Uphold and promote the Catholic ethos and values of the school	✓		I



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Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____