



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

June 2024

Dear Colleague

ADMINISTRATIVE ASSISTANT (COVER CO-ORDINATOR)

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is at **9.00am on Monday 8th July 2024**

I look forward to hearing from you.

Yours sincerely

J.E. Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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ADMINISTRATIVE ASSISTANT (COVER CO-ORDINATOR)

7.00am to 3.30pm (Monday, Thursday, Friday) & 7.00am to 3.45pm (Tuesday, Wednesday)
(30 minute unpaid lunch break)

40 hours and 30 minutes per week, term-time only - Scale G4 - £26,296 per annum

Responsible to:

Assistant Headteacher & Office Manager

Job Purpose:

To be responsible for the daily cover arrangements for teaching staff and the associated administrative processes as well as providing general administrative support

Job Description:

- Organise daily cover arrangements using the Cover Module and internal systems which include:
 - Taking daily absence calls from teaching and support staff
 - Arranging daily teaching staff cover on the Arbor Cover module, utilising Cover Supervisors and agency staff as necessary
 - Monitoring absence requests and advising the Headteacher on cover availability
 - Logging staff absences on SIMS Personnel to provide regular updates to the School Business Manager and Office Manager
 - Working out the cover and room changes required for any special events in school which affect the timetable and deployment of teachers and rooms e.g. school photograph, examinations, meetings, school trips etc.
- Liaise with supply agencies and obtain staff CVs and information for the Headteacher
- Ensure agency staff have the appropriate DBS and Safer Recruitment checks and to maintain an accurate record of these
- Operate school systems such as Arbor
- Assist the linked member(s) of the senior management team with any administrative tasks as required
- Deal with a wide range of enquiries from staff, students, parents and external providers in a helpful and welcoming manner
- Effectively use e-mail on a daily basis to deal with information quickly and accurately
- Contribute to general office duties and the school's administration tasks using MS Office, Word and Excel
- Assist with student record filing
- Keep up to date with all school routines and procedures, undertaking any necessary training
- Assist with refreshments for visitors
- Assist with supervising student movement around the school
- Provide cover on the front reception desk as required
- Carry out other tasks as required by the Headteacher, Assistant Headteacher or Office Manager commensurate with the grade

Person Specification:

The post holder will:

1. Possess strong organisational skills with the ability to prioritise, meet all deadlines and remain calm under pressure
2. Have excellent computer and administrative skills and be experienced in MS Office, Word, Excel and Publisher. To have a working knowledge of Arbor would be an advantage, but is not essential
3. Be numerate and literate with a good level of education.
4. Have strong attention to detail and accuracy



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5. Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people e.g. recruitment agencies, students, teachers, parents/carers
6. Be self-motivated, enthusiastic and hardworking and flexible in their approach
7. Be a positive team player, willing to assist and support, where needed and believe in the importance of team work and a collaborative approach
8. Have a pro-active approach to problem-solving
9. Embrace new technologies and ideas that enhance and improve administrative tasks
10. Have excellent punctuality and attendance
11. Maintain complete confidentiality and discretion at all times
12. Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
13. Be committed to the principles and practice of safeguarding all young people

June 2024