

Job Description

Job Title: Admin and Cover Coordinator

Reporting to: Vice Principal, Deep Support

Grade:

Overall purpose of the post:

To organise cover for all absent staff including administration duties.

Main duties and responsibilities:

- To monitor absence calls and record absent staff appropriately and share with the HR Assistant and/or Business Manager;
- Liaise with Supply Agencies to arrange suitable cover for short and long term absence including administering the recruitment process;
- Update and maintain appropriate spreadsheets and systems, including efinance relating to cover;
- Liaise with SLT and appropriate staff regarding absence and cover ensuring they receive documentation and information;
- Authorise and complete timesheets for internal and external agency staff ensuring efinance is updated accordingly;
- Liaise with Supply Agencies to arrange suitable cover and record feedback;
- Ensure cover and absence related forms are readily available for staff;
- Be responsible for the induction for supply staff including academy site tour and issuing of supply resource packs;
- Deal with and respond to cover and absence related queries.
- Manage bookings for the conference theatre and academy hall, liaising with the appropriate staff and update annually;
- Manage and update the supply handbook and any resources on an annual basis in line with any academy changes;
- Liaise with Cover Supervisors regarding any updates and arrangements.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.