

Name		<b>Alec Reed Academy</b>
Date drafted	November 2020	
Date reviewed	February 2025	

## Job Description



**ALEC REED  
ACADEMY**  
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA. It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

### MANAGEMENT DETAILS

Job Title	<b>Cover Administrator</b>
Location/work base	Alec Reed Academy
Grade	LT scale
Reporting to:	The Board of Trustees through the Principal
Line Managers:	Assistant Principal Curriculum, Timetabling & Operations
Posts directly supervised:	Cover Supervisors
Staff or contractors indirectly supervised	Supply Staff

### THE MAIN PURPOSE OF THE JOB

#### **Purpose:**

Under the line management of the Assistant Principal Curriculum, Timetabling & Operations to work within a team to ensure the smooth organisation and running of key aspects of the Academy.

This role includes working flexibly to meet key deadlines throughout the academic year for example government returns or statistical data to support meetings of the Board of Trustees.

The postholder holds direct responsibility for the administration, organisation and smooth running of daily cover for staff absence. This involves maintaining the Cover Diary, proactively scheduling yourself to cover lessons, liaising with supply agencies, meeting and greeting new supply staff and providing support.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

As a member of the Data Information Team to undertake a number of duties to include but not restricted to:

### **Staff Absence Cover**

- Be responsible for the maintenance of the Cover Diary
- Check the answer phone and e-mail boxes for notifications of staff absence
- Arrange daily cover, where appropriate, for absent staff and their classes in the Secondary Phase
- Proactively schedule yourself to cover lessons throughout the week in order to reduce the need for external supply staff.
- Arrange daily cover for Primary Staff in liaison with the Primary Receptionist & PPA Cover Assistant
- Liaise with members of the senior leadership team regarding daily cover requirements
- Liaise with HR regarding their long-term cover bookings and maintain a record of staff absence
- Report by email to the relevant staff on a daily basis, a list of staff absence with reasons
- Send a weekly return of supply bought in to the Finance Department and authorise timesheets
- Work closely with the Cover Supervisors to ensure that they are fully informed of their assignments for the day
- Liaise with supply agencies to bring in supply staff
- Liaise with Primary and Secondary Reception in relation to any supply staff visiting the academy to cover for absent colleagues
- Follow up issues related to the setting of cover with individual staff
- Liaise with the Leadership Team where there are concerns that individual staff are not following school policy regarding registering absence and setting of cover work.

### **Other**

- Assist in the production of data and related information for meetings with the Board of Trustees, the Local Authority and other key organisations such as Ofsted
- Support the Assistant Principal with the organisation, writing and uploading of the Academy Calendar on an annual basis
- Support the Assistant Principal with the organisation and writing of the Secondary Phase duty rota and in addition ensuring on a daily basis that sufficient cover is in place for absent staff
- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the Board of Trustees and its management to enable them to maintain a safe and healthy workplace
- These duties and responsibilities are to be carried out at all times with due regard to the principles of equal opportunity
- Any other reasonable ad hoc works, administration or services required

**Terms and Conditions**

Hours of work: Monday to Friday from 6.45am until 3pm. Term-time + 2 weeks + PD Days. The role requires that you are present for the pre-results days, and results days in August of each year (normally working the last 2 weeks).