

Name		Alec Reed Academy
Date drafted	November 2020	
Date reviewed	September 2021	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	Cover Administrator
Location/work base	Alec Reed Academy
Grade	
Reporting to:	The Board of Trustees through the Principal
Line Managers:	Data Information Systems Manager Assistant Principal Curriculum and Timetabling
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 Data Information Systems Manager 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 following areas:

- a) The administration, organisation and smooth running of daily cover for staff absence. This involves maintaining the Cover Diary, arranging cover for absent teachers and relevant support staff, liaising with supply agencies, meeting and greeting new supply staff and providing support and in cases of emergency; covering classes in the absence of a teacher.
- b) The management and distribution of data related to student behaviour using ClassCharts; an online programme that stores and maintains the data.
- c) Support with the upkeep of the annual calendar and the planning and organisation of events over the course of the academic year including Parents Evenings, event days and celebratory events.

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 for the Secondary Phase
- 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
- Take classes when necessary if cover is not available
- Arrange cover for Primary Staff in liaison with the Primary Receptionist & PPA Cover Assistant
- 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
- Liaise with members of the senior leadership team regarding daily cover requirements
- Liaise with Primary and Secondary Reception in relation to any planned visitor to the Academy
- Work closely with the Cover Supervisors to ensure that they are fully informed of their assignments for the day
- Follow up issues related to the setting of cover with individual staff
- Liaise with supply agencies to bring in supply staff
- Send a weekly return of supply bought in to the Finance Department and authorise timesheets
- 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.

Behaviour Data

- Maintain daily records with respect to behaviour management and share this with appropriate staff
- Prepare and distribute a list of the pupils in receipt of three or more discipline or praise events in a day
- Provide and maintain a list of pupils in daily detention.

Calendar

- In support of the key members of the Leadership Team maintain the annual calendar and to support the Data Information Systems Manager in keeping staff informed of key upcoming events
- To assist in the organisation of annual events and themed activity days to ensure that they run smoothly and are well attended
- To support with the management of parent evenings and maintain records of attendance.

Other

- Support other members of the Data Information Team in completion of their work at key pressure points in the year. Examples include examinations and the completion of the annual census

- Complete weekly duties to support the smooth running and organisation of the Academy day
- 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.
- 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 7am until 3pm. Full-time, or term-time + 2 weeks + PD Days + pre-Results and Results 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).