



Cover and Absence Administrator

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Tel: 01628 625308 | Fax: 01628 782257

Cover and Absence Administrator To start 4th January 2022

Permanent, full time, 37 hours a week, start time 7.15am, finish time 3.15pm (includes a half hour unpaid break), Monday to Friday (finish on Friday at 2.45pm), term time only
Actual salary £18,250-£19,765pa depending on experience

Would you like to join the Human Resources team at Furze Platt and take a lead with ensuring that our students are provided with high quality cover during lessons when teaching staff are on planned or sick leave?

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 boys and girls of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We are looking for someone with strong organisational skills and able to work under pressure yet be accurate and pay attention to detail when organising cover. The main part of this role is to arrange both planned and emergency cover for all teaching staff through the allocation of our team of Cover Supervisors and liaising with teaching supply agencies to bring in additional cover for teachers should the need arise.

In addition, and with the provision of training you will record sickness absence in the school's management information systems, follow up on the collection of self-certification forms and fit to work notes and generate monthly sickness reports for the Human Resources Manager. Other duties include ad-hoc administrative tasks to support the HR team, supporting our receptionist with answering reception calls, and taking control of the general enquiry emails sent into the school to ensure that they are dealt with by the right member of staff.

If you enjoy working in an environment where no two days are the same, love being part of a team, but also working independently, have excellent IT skills and have experience in using either school based or other types of management information systems then we would love to hear from you.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Wednesday 10th November at 9am
Interviews will take place: week commencing 15th or 22nd November



Cover and Staff Absence Administrator

Job Description: Cover and Staff Absence Administrator – Term Time Only

Line Manager:	Human Resources Manager
Main Purpose of Role:	<p>To ensure efficient and effective cover for teaching staff on a daily basis whether it be due to sickness absence or planned absence.</p> <p>To record and report on staff absence (sickness, absence in accordance with the Leave of Absence Policy, annual leave for all year round support staff, and absence in relation to CPD).</p> <p>To provide administrative support to the Human Resources Manager and Human Resources Assistant in relation to HR processes.</p>

Main Responsibilities:

1. To administer all requests for teaching staff absence (sickness and planned). This includes but is not limited to ensuring the school has sufficient cover for absent teaching staff; allocating the team of Cover Supervisors appropriately; liaising with teaching supply agencies if additional supply cover is required, recording cover in SIMS and liaising with the relevant SLT member if there are issues or emergencies.
2. To accurately record sickness absence in SIMS and I-Trent and any other locations as requested, ensuring any paperwork is also filed efficiently. To generate monthly sickness absence reports for the HR Manager.
3. To record other absence including but not limited to absence in relation to the Leave of Absence Policy, annual leave for all year-round support staff and planned absence for CPD. Currently this includes updating the school's central diary, SIMS, Trent and Bluesky (for recording CPD only). To confirm with all staff absence has been approved.
4. To support the HR Assistant and HR Manager with any HR related tasks.
5. To support the relevant SLT member with the compilation of the annual staff planner.
6. To read, filter and forward on to relevant staff the office@furzeplatt.com emails during term time.
7. To support the Receptionist by answering overflow calls coming through via the Reception number.
8. To ensure timely and cost effective stationery orders for HR, Reception, Student Services and SLT and to co-ordinate diary and planner orders for all teaching and support staff.

OTHER

1. To support with the post process if the Receptionist is busy.
2. To cover Reception if required.
3. To organise collection of confidential waste.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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Cover and Staff Absence Administrator

Person Specification: Cover and Staff Absence Administrator

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs inc English & Maths at Grade C or above (or equivalent). Advanced Microsoft Office skills, particularly Word, Excel and Power Point. Business Administration Qualification or equivalent Eligible to work in the UK. 	✓ ✓ ✓	✓	Application form
Experience of: <ol style="list-style-type: none"> Working in an educational environment. Working in an administrative environment. Experience of working in a pressurised environment with competing deadlines. Experience of using SIMS, Bluesky and systems from which reports are generated 	✓ ✓	✓ ✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Knowledge for developing and implementing a range of administrative strategies, including use of the relevant ICT packages and internal systems. Excellent verbal and written communication skills for communicating with staff, students and parents/carers and other external agencies. Strong organisational and time-management skills and the ability to work under pressure make informed decisions and prioritise competing deadlines. Attention to detail and high level of accuracy at all times. Able to maintain a high level of confidentiality in relation to both student and personnel situations. Able to work both independently and use own initiative, but also prepared to work effectively as part of a team. High levels of honesty and integrity. 	✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References