STOKE PARK
SCHOOL

Cover Co-Ordinator /Administrator

Recruitment Pack



The Futures Trust
BUILDING BRIGHTER FUTURES



BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff

Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Sam Mohomed

Head of School



Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	COVER CO-ORDINATOR / ADMINISTRATOR
OPPORTUNITY	To manage the strategic and daily deployment of cover resource across the School, ensuring that all safeguarding requirements are met and that the delivery of cover is efficient, effective and facilitates continuity of learning. Provide high-quality administrative support to the School Leadership team ensuring the smooth running of the School and act as the designated lead for the coordination of first aid provision.
REPORTING TO	Deputy Headteacher
LOCATION	Based at Stoke Park School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	Grade 4 - £26,756 - £23,532 per annum pro-rata salary 37 hours per week, 39 weeks per annum Mon – Thurs: 7:30am – 3:30pm, Fri: 7:30am - 3pm
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements **www.thefuturestrust.org.uk/why-work-for-the-futures-trust**



Job Description

Job Purpose:

To manage the strategic and daily deployment of cover resource across the School, ensuring that all safeguarding requirements are met and that the delivery of cover is efficient, effective and facilitates continuity of learning.
To provide high-quality administrative support to the School Leadership Team, maintaining accurate records, systems and processes that contribute to the efficient operation of the school and act as the designated lead for the coordination of first aid provision during the school day, ensuring that first aid incidents are responded to promptly, appropriately recorded and escalated where necessary.

Duties and responsibilities
Cover Co-ordinator Responsibilities

- Co-ordinate the school's cover system, including managing the school's absence reporting line and pre-arranged leave of absence procedures.
- Notify the HR Manager and relevant staff of absences as necessary and liaise with approved external supply agencies to secure suitable cover staff.
- Input staff absence into the School's Payroll and HR Management Information Systems.
- Undertake medium and long-term strategic planning of cover resources to facilitate timetable changes and operational requirements.
- Manage the school's system for room changes, ensuring minimal disruption to teaching and learning.
- Ensure that any cover room changes are suitable for the subject being taught and communicated promptly to all relevant parties.
- Ensure that cover arrangements and room changes are communicated through school systems before the start of the school day and updated throughout the day as required.
- Deliver an appropriate induction for supply staff, including safeguarding, behaviour management and health and safety information.
- Work with the HR Shared Services team to ensure agency and supply staff have completed all required safeguarding and vetting checks.
- Maintain accurate records relating to staff absence, cover arrangements and supply staff deployment.
- Undertake direct supervision of students, where required, to minimise disruption to the school day and support continuity of learning.
- Support the Deputy Headteacher and School Leadership Team in planning and achieving the smooth running of the school.

Administration Responsibilities

- Input and maintain relevant data within SIMS, payroll and HR management information systems.
- Process and record staff absences in school systems accurately and within required timescales.
- Support administrative colleagues in ensuring the accuracy and integrity of employee records.
- Maintain both hard-copy and electronic filing systems securely and in accordance with data protection requirements.
- Produce reports and management information to support operational monitoring, workforce planning and decision making.
- Assist in the development, implementation and review of administrative systems, processes and procedures.
- Provide administrative support to the School Management Group and other departments as required.
- Ensure compliance with school and trust policies, procedures and statutory requirements.
- Respond to enquiries from staff, supply agencies and external stakeholders in a professional and timely manner.
- Report operational concerns to the line manager and support their resolution.
- Contribute to the efficient day-to-day operation of the school through the provision of effective administrative support.

Line management

- The job involves no direct responsibility for the supervision, direction of other employees but does involve the planning and allocation of resource. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Cover Co-ordinator / Administrator are up to date, including taking part in all appropriate INSET (in-service training) activities and undertaking professional training related to the post as directed by the School.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• GCSE Maths and English at Grade C / Grade 4 or above or equivalent. • Evidence of good standards of literacy and numeracy. • Willingness to undertake First Aid at Work training (if not already held).	• Relevant administrative or school business support qualification. • Health and Safety, First Aid or related qualification.	Application Form Certificates
SKILLS AND ABILITIES	• Excellent organisational and time management skills. • Ability to prioritise competing demands and work effectively. • Strong communication and interpersonal skills. • Ability to maintain confidentiality and handle sensitive information appropriately. • Competent in using Microsoft Office applications and management information systems. • Ability to solve problems quickly and make sound operational decisions. • Ability to work independently and as part of a team. • Accurate record keeping and attention to detail.	• Ability to analyse staffing data and produce management reports. • Experience of coordinating multiple workstreams simultaneously.	Application Form Interview Written test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	• Experience of working within an administrative environment. • Experience of maintaining accurate records and databases. • Experience of dealing with confidential information. • Experience of managing competing priorities and deadlines.	• Experience of working within a school or educational setting. • Experience of using SIMS, Classcharts or similar MIS systems. • Experience of liaising with external agencies or service providers.	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• Understanding of the importance of safeguarding and child protection. • Understanding of confidentiality and data protection requirements. • Knowledge of effective administrative systems and procedures. • Awareness of health and safety responsibilities within the workplace. • Understanding of the need for continuity of learning and effective school operations.	• Knowledge of cover management processes within schools. • Knowledge of SIMS or other school information systems. • Understanding of school attendance, pastoral and welfare systems.	Application Form Interview
OTHER REQUIREMENTS	• A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work calmly under pressure • Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview



How to apply

Closing date:
Sunday 22nd November 2026

Interviews:
w/c Monday 23rd November 2026

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-policies

- Stoke Pak School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List check.