



JOB DESCRIPTION

COVER CO-ORDINATOR & ADMINISTRATOR

At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of their students.

GRADE: SCALE 5, TERM TIME ONLY, 32.5 7:30AM - 2:30PM
RESPONSIBLE TO: DEPUTY HEADTEACHERS

PURPOSE OF THE POST:

- To oversee and manage the school's absence cover for classes in liaison with the Operations Manager.
- To record and manage staff absence return to work procedure
- To support the Safeguarding Team with safeguarding administration.
- To provide administration support to the Senior Leadership Team.
- To oversee medication procedures within Secondary

KEY ACCOUNTABILITIES

- To be responsible for the day-to-day management of the cover diary, assigning cover of staff as required for sickness, trips, training etc. This will include liaison with supply agencies as appropriate.
- To organise school cover and co-ordinate staff allocation day to day for absent staff where necessary.
- To be responsible for the co-ordination of the school's internal weekly diary, detailing events, staff out of school etc and sharing information with The Executive Headteachers PA.
- Ensure staff sickness is recorded with the completion of the return to work and send out reminders for return-to-work meetings with managers and follow up for all staff absence.
- Support school administration of student medication, working with the Operations Manager to maintain systems and EHCP records.
- To maintain medical tracker system and medications records for students.
- To be a first aider, providing support and advice as appropriate (training will be provided).
- Attend and support formal meetings as directed by Senior Leadership and taking minutes where required.
- Maintain confidentiality ensuring that data is managed securely and in line with GDPR (General Data Protection Regulation) legislation.
- To support the Home/School liaison with school tours of parents and visitors.
- Be fully conversant with and work to ensure the school complies with, the DfE (Department for Education) guidelines on Keeping Children Safe in Education
- Ensuring that data is managed securely and in line with GDPR legislation.

GENERAL ADMINISTRATIVE TASKS

- Generating and issuing standard letters, as requested by Senior Leaders
- Liaising with parents, the local authority, and any other outside agencies as necessary.
- Supporting with hospitality for visitors during recruitment.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher, Deputy Headteacher
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed timescale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.
- To play a full part in the life of the school and its community to support its mission and ethos and to be a role model for staff and students.

VARIATION CLAUSE:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied, which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.
2. Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

ADDITIONAL DUTIES

To play a full part in the life of the school and its community to support its mission and ethos and to be a role model for staff and students.

SAFEGUARDING

Phoenix is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.

PERSONAL SPECIFICATION



POST TITLE: COVER CO-ORDINATOR & ADMINISTRATOR
GRADE: SCALE 5 TERM TIME, 32.5 HR PER WEEK

All post holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms.

Selection criteria – Please address these in your personal statement	
Qualifications	Have a minimum of Grade C in English and Maths GCSE level or equivalent or significant experience of working in a school environment and ability to work and support in a non-mainstream setting
	Excellent IT skills, including Excel spreadsheets.
	Flexibility and ability to work as part of, and contribute to, the smooth running of the school; working proactively and efficiently in a pressurised environment.
	The ability to work independently and unsupervised and to take initiative; multitasking and prioritising on a continual basis.
	Willingness to undertake relevant training and professional development.
	A recognition of the importance of working within the school's structure, procedures, and policies.
Experience and Evidence	Experience of customer liaison and commitment to customer care and satisfaction.
	Evidence of a good record of attendance and punctuality.
	An empathy with the ethos of the school and a commitment to the protection and safeguarding of children and young people.
Knowledge and Understanding	Complex timetabling.
	Knowledge and understanding of using SIMS MIS or similar MIS System of maintaining training records.
	An understanding of relevant policies including sickness procedures and formal procedures.
Skills and Ability	Excellent personal and communication skills in order to liaise with a wide variety of people, both from the staff of the school, cover teachers and agencies.
	The ability to work effectively and efficiently under pressure using initiative where needed.
	Ability to work across teams and departments in a collaborative manner and to proactively engage colleagues on projects and initiatives relevant to the needs of the school.
	A strong collaborative and professional approach with the ability to quickly build and maintain strong working relationships.
Personal Qualities	Flexibility and ability to work as part of a team and commit to the school's values.
	A commitment to working positively with and to embrace the challenge of working with multiple agencies.
	A sympathetic approach to parents
	An understanding of the need for confidentiality across all aspects of booking and attendees.
Other	An enhanced DBS with barred list child and adult disclosure that is satisfactory to the school
	Willingness to work flexibly, including occasional out-of-hours working to meet the needs of the school