



**SAPIENTIA EDUCATION TRUST**

**FRAMINGHAM EARL HIGH SCHOOL**

**COVER COORDINATOR – BUSINESS SUPPORT OFFICER**

**PERMANENT, PART-TIME, 22.5 HOURS PER WEEK, TERM-TIME ONLY**

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| **Line Manager:** | Assistant Headteacher  |
| **Contracted Hours:**  | Monday to Friday 07.30 to 12.00 (22.5 hours per week)Alternative working patterns may be agreed by the employee and their line manager. |
| **Salary:** | Points 12-17 of the SET Support Staff Salary Scale**FTE** £22,571 - £24,920 per annum**Pro-rata** £11,490 - £12,868 per annum, including an allowance for holiday pay |

**THE POST**

The post of Cover Coordinator at Framingham Earl High School forms part of the Business Support Department within the School. The successful candidate will be responsible for the organization of staff cover requirements on a daily basis, and longer-term planning of absence cover. They will manage the daily workloads of Cover Supervisors, ensuring tasking is balanced and prioritized. They will also provide administrative support when required as directed by a member of LT and the PA to the Headteacher. The Cover Coordinator will form part of the contact team for staff, contractors and visitors ensuring we deliver a world-class service.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

External appointments will be subject to successful completion of a 6-month probationary period.

P**ERSON SPECIFICATION**

The personal competencies expected of all School support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of the Cover Coordinator are:

* Have excellent organisational skills and be flexible in managing, planning and executing daily, weekly and monthly workloads in a busy working environment.
* Have excellent communication skills in person and in writing and be able to communicate with Staff, Parents and Students in a professional manner.
* Have a sound track-record of successful administrative experience.
* Be able to produce accurate work, efficiently, at speed.
* Be able to work with initiative.
* Work collaboratively within a team as well as working well independently.
* Be able to analyse problems and be prepared to present solutions.
* Maintain confidentiality and handle situations with care and empathy.
* Be able to conduct themself in a confident, professional manner.
* Identify and intervene effectively in any student wellbeing or safeguarding situation that you might encounter.

**JOB SPECIFICATION**

Specific Responsibilities:

* Welcome all cover teachers to the School, following safeguarding and health and safety guidelines. Ensure that visitors to the School are courteously and correctly received, and provide hospitality as required.
* Operate the staff absence/cover line, ensuring that calls are answered promptly and professionally.
* Deal sensitively and confidentially with information from staff regarding absence.
* Coordinate cover teachers.
* Manage the daily workload of cover supervisors, ensuring tasking is balanced and prioritized.
* Liaise with teaching staff when emergency cover is required.
* Publish allocated daily cover on school MIS.
* Issue *Return to Work* or *Leave of Absence* forms to staff and ensure their return.
* Liaise with payroll and finance over cover costs.
* Check timesheets submitted by bank or agency staff are accurate.
* To undertake clerical and administrative support including filing, data entry and e-mailing.

General Responsibility:

* Use systems such as Office 365, MCAS and ParentMail to support the overall function of the Business Support Team.
* Keep up to date with training including Bromcom (MCAS) and Office 365.

The post-holder will be required to comply with the Framingham Earl High School Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School’s programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**HOURS OF WORK**

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| --- | --- |
| Working weeks | 38 weeks (term time only) |
| Hours per week | 22.5 hours per week  |
| Normal Working Pattern | Flexibility with days/times depending on appointment |
| Unpaid Breaks | 30 minutes where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.  |
| CPD Days | Your working hours do not include the automatic requirement to work of published CPD days, but you may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet. |
| Overtime | Additional hours may be worked by mutual agreement with the Headteacher / Line Manager, which will be paid at the Employee’s standard rate of pay. |

**REMUNERATION**

Salary Details:

* Points 12-17 of the SET Support Staff Salary Scale
* **FTE** £22,571 - £24,920 per annum
* **Pro-rata** £11,490 - £12,868 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years’ service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Framingham Earl High School’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff, and visitors are able to identify Framingham Earl High School employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed as part of Framingham Earl High School’s Performance Management programme.