

WYMONDHAM COLLEGE JOB DESCRIPTION

COVER CO-ORDINATOR

Line Managers job title:	AP Boarding Standards and External links
Tenure:	Permanent
Salary:	<ul style="list-style-type: none"> Point 12-17 of the SET Support Staff Salary Scale FTE £27,711- £30,060 per annum Pro-rata Salary £20,905 - £23,133 including an allowance for holiday
Residential Status	Non-Resident

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Cover Co-ordinator.

The post of Cover Coordinator at Wymondham College forms part of the Administration Team within the College. The successful candidate will be responsible for the organisation 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 prioritised. The Cover Coordinator will form part of the contact team for staff, contractors and visitors ensuring we deliver a world-class service.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Cover Co-ordinator 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 themselves in a confident, professional manner.
- Identify and intervene effectively in any student wellbeing or safeguarding situation that you might encounter.

The qualifications and experience required of a Cover Co-ordinator are:

- A minimum of a grade C / 4 in English and Maths GCSE.

JOB SPECIFICATION

General Responsibilities

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

- Use systems such as Office 365, MCAS and Microsoft Teams to support the overall function of the Administration Team.
- Keep up to date with training including Bromcom (MCAS) and Office 365.

Specific Responsibilities

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.

- Welcome all cover teachers to the College, following safeguarding and health and safety guidelines. Ensure that visitors to the College 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 prioritised.
- Liaise with teaching staff when emergency cover is required.
- Publish allocated daily cover on College MIS/Microsoft Teams
- 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.

The post-holder will be required to comply with the Trust Code of Conduct. 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 Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 2 weeks
Hours per week	35
Normal working Pattern	Monday to Friday 7.30am-3.00pm
Unpaid Breaks	30 minutes lunch break 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	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 12-17 of the Support Staff Salary Scale
- FTE Salary: £27,711-£30,060 per annum
- Pro rata salary: £20,950-£23,133 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **22%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

NOTE FOR WC: The annual salary will change each year depending on the days and weeks in the academic year.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

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 employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting 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.