

SAPIENTIA EDUCATION TRUST

WYMONDHAM COLLEGE

COVER COORDINATOR

PERMANENT, 35 HOURS PER WEEK, TERM TIME ONLY

Line Manager:	AP Boarding and Enrichment
Salary:	<ul style="list-style-type: none"> Point 12-17 of the SET Support Staff Salary Scale FTE £26,421- £28,770 per annum Pro-rata Salary £19,288 - £21,003 including an allowance for holiday
Residential Status:	Non-Resident

THE POST

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.

Wymondham College is a member of the Sapientia Education Trust **(SET)**.

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

PERSON SPECIFICATION

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

JOB SPECIFICATION

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College 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 College'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.

Specific Responsibilities:

- 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.

General Responsibility:

- 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.

HOURS OF WORK

Paid weeks	Permanent role, Term Time Only 35 weeks
Hours per week	35 hours
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.
CPD Days	College 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

Salary Details:

- Point 12 of the SET Support Staff Salary Scale
- FTE £26,421 per annum
- Pro-rata £19,288- £21,003 salary including an allowance for holiday

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.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year 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.

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 Wymondham College'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 Wymondham College 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 Wymondham College's Performance Management programme.