Felpham Community College
Job Description
Cover, Data & Exams Administrator

Core purpose:	Arranging daily school operations by recording staff absences and room changes in the College's Management Information System. You will coordinate lesson cover using internal staff and liaise with external supply agencies to secure temporary cover when required.
Reporting to:	Data & Exams Manager
Hours:	37 hours per week term time only, plus 5 INSET days and 2 additional weeks in the Summer holidays 7.00am – 3.00pm Mon – Fri with half an hour unpaid lunch break
Grade:	Grade 6
Grievance Officer:	Headteacher

Cover Administrator Responsibilities:

- To organise supply staff or internal staff to cover lessons for a teacher who is absent that day on the cover module on our MIS system
- To record all staff absences that have been approved by line managers & Head Teacher.
- Receive & send work to the staff who are covering the absent teacher
- To arrange room changes that are requested.
- To use the cover system effectively.
- Go through the cover email box during the day
- Contact supply teacher agencies when the school doesn't have enough staff to cover absent lessons.
- Keep the Cover Diary up to date
- Approve supply teacher's timesheets where appropriate
- Arranging sixth form taster days for teachers
- To take the fire registers of supply staff and other school staff in the event of a fire evacuation

Data & Exams Administrator Responsibilities:

- Using the college's MIS system by:
- Assisting in keeping the students & their parents/carers records up to date
- Creating and maintaining assessments & reports
- Use third party providers to gain required data
- Assisting the team with the exams module, printing attendance registers & component labels, packing papers & general support
- Support Data & Exams Manager with Census

Other duties

- Working as part of the Cover, Data & Exams Team, providing a flexible resource by contributing to and assisting with any other tasks required under the direction and guidance of the Data and Exams Manager
- Support where required with the administration of CURA online package

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1st April and 30th September the increment will be on 1st April the following year. If starting between 1st October and 31st March the increment will be 6 calendar months after the date of commencement and then 1st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The college contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	All offers of employment are subject to references that are satisfactory to the college, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The college will need to see the **originals** of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, ie marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.

Person Specification – Cover, Data & Exams Administrator

Attributes	Essential	Desirable
General	General good health Professional appearance, conduct and demeanour	
Attainment	Excellent organisation skills	
Ability	Able to take initiative and to develop a flexible approach Possess common sense, have a practical and mature attitude	
Disposition	Experience of/enjoys working with young people Excellent communication skills and the ability to handle confidential issues sensitively Capacity to work as member of a team as well as to work independently Professional manner Enthusiastic Reliable and hard working Ability to motivate/negotiate Tact, diplomacy and sensitivity Calm manner	
Circumstances	Proven record of attendance and punctuality	Current DBS Enhanced Disclosure Experience of working in a (secondary) school environment