

Bristol Cathedral Choir School

Cover Manager and Administrator

Job description

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| Job title | Cover Manager and Administrator |
| Location | Bristol Cathedral Choir School, BS1 5TS |
| Salary | <p>This is a four day per week blended role, meaning the salary will comprise two days of Cover Manager salary and two days of Administrator salary.</p> <p>The Administrator role will comprise (4 extra days of work) above a normal term-time role.</p> <p>A: Two day Cover Manager: N14 to N23 (£29,540 to £34,434) <i>gross annual equivalent</i> Actual Two Day Term Time Salary Scale: £9,784 to £11,405</p> <p>B: Two day Administrator: N6 to N13 (£25,989 to £29,064) <i>gross annual equivalent</i> Actual Two Day Term Time (plus 2 weeks) Salary Scale: £9,012 to £10,078</p> <p>A + B: Blended actual salary scale: £18,796 to £21,123</p> |
| Role Summary | Organising the planning and allocation of cover arrangements for planned and unplanned staff absences. The post holder will be crucial in providing organisational and administrative management and support. |
| Working pattern | <p>Part time, 4 days per week, must include Thursdays and Fridays each week.</p> <p>The Cover Manager role requires an early start on Thursdays and Fridays, 7am to 3pm (with a 30 min unpaid lunch break).</p> <p>Other days' working hours can be agreed at interview, but would typically be 8am to 4pm (with a 30 min unpaid lunch break).</p> <p>Notes: We would consider splitting these roles, should the right candidates apply - if you are interested in this then you should make this clear in your Personal Statement.</p> <p>There is scope to add an additional day of Administration work to this role, should the right candidate be looking for a full time role.</p> |

Responsibilities

Core Responsibilities

- Role model the behaviours associated with **positivity, team playing, rule following** and **attention to detail**;
- Be a professional presence around the school site;
- Show genuine care and respect for our young people and for everyone who makes up the community at BCCS;
- Be mindful of your own wellbeing and that of your colleagues;
- Be responsible for promoting and safeguarding the welfare of all pupils and young people within the school;
- Uphold and promote the ethos and reputation of the School at all times;
- Work effectively with both teaching and support staff, applying strengths and expertise to contribute positively to the overall aims and objectives of the school;
- Undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school's needs as required and are commensurate with the grade;
- Maintain confidentiality and work within the requirements of data protection/GDPR at all times;

Cover Manager Responsibilities

- Work alongside the Associate Assistant Headteacher to manage the day-to-day staff absence, planning staff requests and trips;
- Co-ordinate room bookings;
- Liaise with supply agencies to secure temporary staff bookings on daily and longer-term bases as required;
- Liaise with teaching staff, cover supervisors, supply agencies, and senior leaders regarding cover requirements;
- Monitor and report on staff absence patterns and cover usage, producing reports as required;
- Produce and distribute daily cover schedules in a timely and accurate manner.

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| | <p>Administration Responsibilities</p> <ul style="list-style-type: none"> • Assist with writing and sending school communications to stakeholders; • Assist on the school's main reception as required and complete general administrative requests to support the Senior Leadership Team; • Work to a high level of administrative accuracy; • Engage in a culture of cross skilling and task support with operational colleagues, to enable us to meet demands flexibly as a team; • Provide administrative support for parents' evenings, open evenings and other teaching-related events; • Support with large-scale printing jobs. • Work collaboratively within the operational and wider school community to ensure that our administrative processes meet the needs of our staff, students and families, and demonstrate our core values; <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p> |
| <p>Reporting to</p> | <p>Associate Assistant Headteacher – Teaching and Logistics</p> |
| <p>Safeguarding</p> | <p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p> |

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults;
- Strong general office and organisational skills;
- A keen eye for detail and ability to deal with logistical changes and problem-solving within a relatively short time-frame;
- Sound literacy, numeracy and accuracy.

You are likely to have:

- Experience of working in an administrative role within a school or other busy office environment;
- Experience of coordinating schedules, rotas, staffing arrangements or cover requirements.

You may have:

- Experience of implementing or improving administrative processes to increase efficiency.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- A good standard of education to A-Level or equivalent in at least 2 subjects;
- A working knowledge of the Microsoft Office Suite or Google documents.

You are likely to have:

- Knowledge of staff absence, cover allocation, and timetable management principles;
- Knowledge of school-specific platforms (such as Arbor, ClassCharts, CPOMS);
- Knowledge of GDPR rules and regulations;
- Familiarity with school communication systems and administrative processes.

You may have:

- Further professional qualifications eg MA, PhD, NPQ.

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience of problem-solving and making informed decisions in a fast-paced environment;
- Experience of managing multiple tasks and competing priorities effectively.

You are likely to have:

- Experience of working in a related role, preferably in an education environment.

You may have:

- Experience of working in a complex organisation.

Other Requirements:

Essential for this role:

- A willingness to commit to supporting all faith activities in a faith designation school.



You are likely to have:

- A track record of fostering an open, fair and equitable culture.

Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.