



Job Description

KEY INFORMATION	
Post title:	Cover Manager and School Administrator
Grade:	6
Responsible to:	Business Manager
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Ensure that the lessons of absent teachers are covered effectively and efficiently by planning and organising the schedule for cover lessons, utilising internal and external supply staff as appropriate. Undertake general admin and reception duties as required.

MAIN DUTIES AND RESPONSIBILITIES	
1	Plan and organise the timetable for covering lessons of teachers absent from school, or who are unable to teach their lessons for various reasons, both short term daily supply and long term supply
2	Ensure that cover arrangements are made in line with the guidance on rarely cover, utilising internal cover staff creatively and efficiently before booking external supply
3	Communicate daily supply arrangements to school staff
4	Liaise with supply agencies where external supply cover is required, booking agency staff and ensuring they are appropriately briefed upon arrival at school and are provided with the necessary timetable and other information
5	Ensure agency safeguarding documentation is received for external supply staff and is sent on to the Principal's PA for recording on the school's Single Central Record. Ensure any external agency staff have photographic ID checked upon arrival at school
6	Liaise with the Principal's PA to ensure that all absence records, planned and unplanned, are accurate, correctly coded and up to date
7	Liaise with finance to ensure invoices from supply agencies are accurate and are paid promptly in accordance with the agency's terms
8	Create and adapt rooming schedules as needed, notifying staff of updated room changes as appropriate
9	Administer planned absence requests from staff, including trip requests



10	Oversee the administration arrangements for meetings/interventions for students outside of lessons, such as one-to-one interviews with SLT, careers interviews and interventions/masterclasses, including rooming and communications with staff, students and families.
11	On a rota basis, staff the school reception and student reception and respond to visitors and other enquiries, by both telephone and email, in a professional manner
12	Carry out other general administrative tasks as required

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
Experience	
1	Experience of working in an administrative role
2	Experience of liaising effectively with a range of stakeholders
3	Experience of managing and maintaining accurate records including effective data recording
4	<i>Experience of working in a school environment (desirable)</i>
5	<i>Experience of working face-to-face with adults and/or young people.</i>
Skills/Knowledge/Abilities	
1	Good written and verbal communication skills with the ability to communicate effectively with a range of staff, pupils, parents/carers and other stakeholders
2	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific packages (e.g. SIMS)
3	Ability to analyse and interpret data
4	Excellent accuracy and attention to detail
Personal Attributes	
1	Ability to work well under pressure and manage competing deadlines
2	Ability to work successfully alone and as part of a team
3	Awareness of the importance of maintaining confidentiality
4	Flexibility with excellent organisational skills and the ability to adapt to changing circumstances
5	Creativity and problem solving skills
Safeguarding	



1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check