**Job Description**

**Cover Manager**

Salary: Grade E SCP 9-12 £21,269 - £22,571, pro rata)

Location: St Robert of Newminster Catholic School & Sixth Form College

Reports to: Head of School

**Job Purpose**

* To manage and organise cover for absent staff.
* To provide staff with cover information by the start of the day and when emergencies covered.
* To work with HR staff regarding staff absence and cover issues, as well of leave of absence requests and CPD bookings.
* Provide administration support to Visitor Reception as and when required.

**Main Duties and Responsibilities**

* Managing and organising cover for absent staff
* Liaise with other staff and external agencies
* Analyse and evaluate data and information and run reports
* Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
* Provide administrative and organisational services to the school
* Contribute to the planning and development of administrative procedures and systems
* Allocate work to administrative staff at lower levels on a regular basis
* Demonstration of tasks to more junior colleagues on a regular basis
* Organise meetings and take notes
* Process forms, returns, etc., including those to outside agencies
* Undertake Visitor Reception duties
* Liaise with pupils, parents/carers

**Additional Information**

* Provide administrative support to the Office Manager/PA to Head Teacher as and when required.
* Respond to pupil and parent/carer enquiries
* Engage in promoting the values and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**May 2022**