

Glossopdale School and Sixth Form

JOB DESCRIPTION FOR THE POST OF COVER & SCHOOL LOGISTICS OFFICER

37 hours / 43 weeks
Actual Salary (£24,582 - £25,957)

Full details of the posts are contained within
Key dates for applicants

Closing date for applications **Friday 16th December at 10am**
Provisional Interview Date: **w/c 19th December 2022**

INFORMATION FOR APPLICANTS DOCUMENT CAN BE FOUND ON
OUR WEBSITE

To **aspire**, **endeavour** and **thrive** together

Glossopdale School & Sixth Form
Newshaw Lane • Hadfield, Glossop • SK13 2DA
<https://www.glossopdale.derbyshire.sch.uk>

JOB DESCRIPTION

POST TITLE:	Cover & School Logistics Officer
GRADE/SCALE:	Grade 8
RESPONSIBLE TO:	Deputy Headteacher
LINE MANAGED BY:	Deputy Headteacher
WEEKLY HOURS:	37 hours
WEEKS PER YEAR:	43 weeks per year. Mainly term time working plus 5 weeks in INSET days and School holidays (pattern to be agreed with line management)
WORKING PATTERN:	7am – 3pm Mon-Thurs & 7am-2:45pm Friday (30 minutes unpaid lunch). More flexibility around working times is possible during school holidays

PURPOSE OF JOB:

The Cover and School Logistics Officer will be responsible the administration of teacher absence cover arrangements, room changes, staff deployment and timetable maintenance.

SPECIFIC RESPONSIBILITIES

School Logistics

- Manage the day-to-day administration of staff cover, including arrangements of supply staff in liaison with supply agencies, cover supervisors and other staff
- Support the induction of new cover staff in our school.
- Oversee and maintain paper and electronic records of staff cover, supply staff hours, INSET and personal leave
- To liaise with School Business Manager on the supply budget.
- Manage the school's absence management process in line with Trust policies
- To analyze staff absence in conjunction with the Trust HR team and provide reports to SLT and governors when required
- Work with senior leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate
- Liaise with School Business Manager and Finance staff for recruitment expenditure and other HR related budgets, ensuring cost effective use of funds
- Deputise for the PA to the Headteacher & Recruitment Manager

Safeguarding and record keeping

Liaise with the PA to the Headteacher and Recruitment Manager to:

- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and Trust requirements

- Monitor and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Other Key Responsibilities

- Assist with the Deputy Head (curriculum) with the construction and maintenance of the school timetable maintaining accuracy throughout the year.
- Responsible for keeping the Register of Business Interest folder updated
- Liaise with the IT Support Manager regarding daily backups, upgrades and maintenance of Sims
- Liaise with staff with regards to rooming requirements
- Day to day line management of Cover Supervisors

General Responsibilities

- To carry out student supervision duties as directed
- To assist in the general administration of the School during school holidays including answering phone calls, general administration, post, deliveries.

Other Responsibilities

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the School's performance management
- Undertake any necessary training associated with the duties of the post.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, equal opportunities and data protection, reporting all concerns to the appropriate person.
- Comply with the Health and Safety Policy of the School with regard to the wellbeing of themselves and others
- Carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management
- The responsibilities and duties attached to this role will be reviewed annually as part of the performance management process and may be subject to change. Any amendments requiring a change in grade or that are not within the general remit of the role will only be made after consultation with the post-holder.

SAFER RECRUITMENT STATEMENT

Glossopdale School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed: _____ (Post Holder) Date: _____

Signed: _____ (For Employer) Date: _____

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1) To have GCSE or equivalent including Mathematics and English at Grade C or above	AF
2) To be IT literate including MS Office, Publisher, Internet and Intranet packages	AF
Desirable	
1) To have recent experience of working in the secondary sector of education	AF
RELEVANT SKILLS AND EXPERIENCE	
Essential	
1) To have excellent communication skills	AF
2) To have experience of working in a demanding environment and remain calm under pressure	I + R
2) To have experience of prioritising workloads in a demanding environment	AF
3) To be able to work with a range of staff, students, visitors and outside agencies	I + R
Desirable	
1) To have experience of using SIMS.net	I
KNOWLEDGE AND UNDERSTANDING	
Essential	
1) To be able to manage competing demands	I
2) To have excellent written and verbal communication skills	AF + I
3) To demonstrate a high level of attention to detail and accuracy	I
4) To have the ability or potential to use and interpret data	I
5) To have the ability to find solutions to complex problems	I
6) To be able to treat information in total confidence	I + R
Desirable	
1) To be innovative, creative and self-motivated	I
2) To have recent experience of deploying staff and/or school timetables	AF
INTERPERSONAL SKILLS	
Essential	
1. To possess high quality interpersonal and communication skills	AF + I
2. To be able to show initiative and implement change	I
3. To be able to prioritise, plan and organise workload.	I + R
4. To be able to work as a member of a team	I + R
OTHER	
Essential	
1) To have the ability to relate to and promote the ethos of the school	AF + I
2) To be willing to undertake training as required	AF + I
3) To have excellent attendance and punctuality	R+I
4) To demonstrate commitment, reliability and integrity.	I + R
5) To be able to manage time effectively.	I + R
6) To display commitment to the protection and safeguarding of children and young people	AF + I
7) To be committed to promoting equality in the widest context.	I

Key: **AF = Application Form** **I = Interview** **R = Reference**