



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Lead Admin, Cover, Transport and Attendance Assistant

Organisation(s): Wigmore High School

Pay Range: HC5

Contract: Permanent Term Time only plus one week

Responsible to: School Business Leader

Responsible for: N/A

Functional links with: Pupils, staff, parents and other agencies, as necessary.

Main Purpose of Job: Under the direction of School Business Leader to provide cover, student attendance administration, transport management and general clerical leadership to the school.

General Administration Responsibilities:

- To respond to correspondence, this may involve drafting letters to later sign or respond independently under the direction of senior staff.
- To answer the telephone and, where possible, deal with the enquiry or take messages or pass on to other members of staff, as required.
- To undertake typing/word processing duties, including those requiring complex formatting
- To take minutes of meetings and arrange for their distribution when required.
- To file documents and/ or store documents electronically
- To ensure that the post is opened and distributed at the start of the school day, and outgoing post is dispatched when required.
- To filter and distribute admin emails.
- To direct the operation of staff within the main high school office
- To undertake reception duties, answering routine enquiries and signing visitors in and out of the school using the schools electronic sign in system
- To provide support and deal with enquiries from students.
- To identify cover requirements within the school on a daily basis and work with the Deputy Headteacher to deploy teaching and supply staff to ensure classes are covered
- To ensure that office/stationery supplies are stored safely, and to inform more senior staff if extra supplies are necessary.
- To photocopy worksheets.
- To collect money from pupils and ensure accurate records are kept.
- To be an appointed First Aider and ensure that medical forms and records for pupils are up to date in liaison with the Lead First Aider.
- To distribute correspondence to appropriate parents including duplicate information to 'split families' ensuring data is kept up to date through the use of Arbor.
- To ensure that school transport records are kept up to date through the use of Arbor.
- To liaise with transport companies to ensure children can safely travel between school and home on a daily basis
- To provide displays and other information for parents to signpost the routes offered by Wigmore to and from school
- To deal with transport issues as and when they arise and pass on as necessary
- To collate various pupil information such as pupil profile forms, exam certificates as necessary.
- To distribute course work for school leavers.
- To assist with recordkeeping, both manual and computerised, e.g. registers/school meals.

Student Attendance Administration:

- To be responsible for the administration of student attendance within Arbor, ensuring all registers are completed
- To be responsible for checking registers every morning, and ensuring all missing marks are followed up as soon as possible thereafter.

- To investigate reasons for a pupil absence, including telephoning parents and, where necessary liaising with the Assistant Headteacher and extended leadership team where there are causes for concern.
- To manage school correspondence in respect of attendance, issuing letters and liaising with staff as appropriate.
- To identify and monitor students with low attendance, produce warning letters, and raise referral to the Local Authority when required.
- To provide accurate attendance reports and statistics for use internal and externally as required.
- To process holiday and absence requests for students and produce letters as required.
- To ensure all relevant attendance documentation is uploaded to Arbor in a timely manner.

Cover:

- Receive telephone calls from staff regarding their unplanned absence
- To organise daily cover for absent staff for planned and unplanned absence, including trips, meetings and training as required.
- To make full use of the school calendar and Arbor calendar and ensure all future events that require cover/ timetable changes/ room changes are identified, prioritised and planned accordingly.
- To allocate, retain and record cover effectively, efficiently and fairly to enable the school to operate with minimum disruption to the students.
- To inform relevant staff of changes to the cover list through Arbor and staffroom and students board notices as required.
- To produce a daily teaching cover timetable and individuals' timetables for supply teachers as required.
- To direct teachers to cover lessons as appropriate.
- To build relationships with supply agencies and book supply staff as required.
- To meet and liaise with supply staff ensuring appropriate information is given to them including their cover responsibilities, safeguarding information, claim forms, timetable for the day etc;
- To collate issues with regards to the quality of cover work that has been set and inform SLT when issues have arisen.
- To liaise with SLT with regards to supply teachers who are on a long-term contract, ensuring appropriate feedback is obtained and fed back to the agency.
- To maintain records of supply staff (including DBS information) and agency bookings and information the Headteacher's PA to update the single central register (SCR) as required.
- To arrange cover for absent support staff as required.
- To keep abreast of cover regulations for teaching staff and agency supply staff.

Any other duties as commensurate within the grade in order to ensure the smooth running of the schools.

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-

operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed: November 2025



WIGMORE SCHOOL ACADEMY TRUST

Person Specification



Lead Admin, Cover, Transport and Attendance Assistant		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English Grade 4 (grade C) or above, or equivalent (AF, I) 	<ul style="list-style-type: none"> Qualification in financial/secretarial or administration, e.g. Apprenticeship programme or BTEC/ City & Guilds qualification (AF, I) First Aid qualification (AF, I) RSA 3 in word processing or equivalent (AF, I)
Experience	<ul style="list-style-type: none"> Experience of working in a clerical/administrative role (AF, I) Experience of using Word, Excel or Arbor (AF, I) 	<ul style="list-style-type: none"> Experience of working in a clerical role within a school (AF, I) Experience of managing people (AF, I) Experience of dealing with members of the public (AF, I)
Knowledge and Understanding		<ul style="list-style-type: none"> Understanding of administration operations in a school environment (AF, I)
Abilities and Skills	<ul style="list-style-type: none"> Good keyboard skills (accurate - 30 wpm) (AF, I) Ability to draft effective and accurate letters (AF, I) Well organised and flexible approach to work (AF, I) Good attention to detail (AF, I) Ability to accurately follow instructions and written schedules (AF, I, R) Able to communicate effectively with parents, pupils and visitors to the school (AF, I, R) Ability to work constructively and supportively as part of a team (AF, I, R) Able to work on own initiative but seeks advice from others when necessary (AF, I) 	<ul style="list-style-type: none"> Ability to organise and manage financial information (AF, I) Basic knowledge of Word, Excel and Arbor
Personal Attributes	<ul style="list-style-type: none"> Resilient (I, R) Reliable (I, R) Committed (I, R) Honest (I, R) Trustworthy (I, R) Dedicated (I, R) Patient (I, R) Loyal (I, R) Good sense of humour (I, R) High expectations of self and others (I, R) 	
Other Factors	<ul style="list-style-type: none"> Commitment to working with young people (I) Ability to be flexible and work outside normal hours, particularly when organising cover lessons (I) Willingness to work in support of the inclusive ethos of the school (I) Good attendance record (R) Outstanding references (R) 	

	<ul style="list-style-type: none">• A commitment to high educational standards, which maximise the achievements of all pupils (I, R)• A commitment to equality of opportunity for all pupils (I, R)• A belief in working in partnership and as part of an established team (I, R)• A commitment to continuous professional development (I, R)• A willingness to reflect upon experiences in a critical and constructive manner (I, R)• Police clearance (DBS check)	
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Evidence Key:

(AF) – Application Form

(I) – Interview

(R) – References