



St Laurence School Job Description

Title of Post:	Staff Cover and CPD Administrator
Grade:	NJC Pay Scale Grade I SCP 18 - 20
Contract Terms:	NJC Terms and Conditions SLS Generic job description for all support staff 30 – 32.5 hours per week 39 weeks per year
Fundamental Task:	To ensure the smooth and efficient deployment of cover arrangements for teaching and other staff ensuring that all lessons have cover when required. To book training courses and maintain accurate records of CPD for all staff.
Relationships:	The postholder is responsible to:- <ul style="list-style-type: none">• Director of Finance & Operations• Headteacher <p>Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.</p> <p>Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.</p>
Main Duties:	Cover Administrator: <ul style="list-style-type: none">• To be first point of contact to receive telephone calls from members of staff who are absent from school. There will be occasions especially for sickness when this will take place in the evening or early morning.• Ensure cover is in place for staff absence because of sickness, on pre-planned courses, trips and events and hospital appointments etc.• Manage and deploy the school's own cover supervisors and/or external/internal supply teachers.• Produce the daily/weekly lists of staff absences and arrangements for cover provision. This has to be available for staff by 8.15-8.30am each morning.• Input absence data into Bromcom (Schools' Information Management System) modules. Produce reports as appropriate.• Pass approved Student Activity and Staff CPD forms to the Attendance Officer to enter in the School's electronic calendars as required.• To ensure that all new external supply teachers have been successfully cleared through the Disclosure and Barring Service.• Liaise with the Director of Finance and Operations (DFO) to respond to 'emergency' cover during the school day e.g. when staff fall ill during the day CPD Administration: <ul style="list-style-type: none">• To research, locate & book training courses as per authorised diary forms.• To maintain accurate records of CPD for all staff.• To produce reports on CPD for Senior Team and Governors as required.• To be aware of and observe relevant Whole School Policies and procedures General Administration: <ul style="list-style-type: none">• Assist with other administration tasks as directed by the DFO.

Decision Making	The postholder will need to seek solutions to operational and logistical problems and make day to day operational decisions but will refer matters of policy or strategic decisions to the Senior Team.
Resources	The jobholder is accountable for the accurate handling of booking requests and confidential information regarding staff absence.
Working Environment	The work must be completed methodically, confidentially and to deadlines Contact with students is about routine matters Extensive use of Display Screen Equipment
Knowledge & Skills	The postholder has a high degree of autonomy which involves problem solving on a daily basis, often to short term deadlines. Time management and prioritisation are key aspects of the role.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

- Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.
- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
 - b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school