



## **Job Description**

**Job Title: Senior Administrator - Cover**

**Grade: Scale 5**

**Range: 12-16**

**Responsible to: Operations Manager**

### **1 JOB PURPOSE**

**Under the direction/instruction of senior staff: provide routine general clerical, administrative support of the school.**

### **2 MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

#### **A) Organisation**

- To ensure the timely and smooth operation of the school's cover supervision, so that the needs of the organisation are met to address teaching and non-teaching staff absence
- To ensure staff absences are fully and correctly recorded on the school's Management Information System (Arbor))
- Undertake reception duties, answering routine telephone and face-to-face enquiries, signing in visitors and including necessary information visitor management system, across both school sites.

#### **B) Cover Administration**

- To make full use of the school calendar and ensure all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly
- To develop relationships with supply agencies negotiating rates to achieve best value for the school
- To organise daily cover for absent staff using all relevant sources of information such as planned absences, scheduled meetings, school trips, training sessions, school events and unplanned absences
- To provide relevant staff with reports on long-term cover and raise advance awareness of concerns of busy cover days for forward planning purposes
- Updating school diary and ensuring that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly
- To manage requests for room changes and room bookings
- To contribute to the organisation of internal and external school examinations by assisting the Exams Officers with room timetables.
- To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary
- To inform teaching staff of their cover responsibilities each day
- To deal with any changes regarding cover arrangements and any related issues arising which requires considerable mobility around the school to ensure that all messages are received by relevant members of staff.

- To liaise with supply agencies on a daily basis and book supply staff as required.
- To meet and inform supply staff of their cover responsibilities, liaising with colleagues to ensure safeguarding procedures are completed such as checking vetting information, confirming ID, evidencing DBS status etc.
- To be the main point of contact for all supply staff, ensuring timesheets are checked and authorised appropriately via various methods within reasonable deadlines.
- To liaise with Heads of Department and other senior staff with regards to supply teachers who are on a long term contracts, ensuring that appropriate feedback is obtained from the department and fed back to the agency
- To prepare weekly record sheets of agency supply staff costs for the Finance team.
- To organise and oversee the work of the Cover Supervisor Team and be responsible for distributing administrative duties, as appropriate, when they are not required to cover lessons.
- To enable other colleagues to provide emergency back-up for management of the cover supervision function, following appropriate training.
- Obtaining safeguarding checks for supply staff, liaising with Operation manager to upload onto Single Central Register

#### Welfare Administration

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. Maintaining a log of medical incidents.
- Assisting with arrangements for visits by school nurse, photographer etc.

#### Behaviour Administration

- Admin for internal and FTE exclusion
- On call incidents administration

#### Post 16 Administration

- Yearly college application administration
- Yearly work experience administration

#### General Administration

- Maintain manual and computerised records/management information systems on Arbor
- To provide word processing services for the SLT and teaching staff
- Parent evening admin support
- Administration for all parent email details
- Maintaining accuracy of staff lockers
- To provide admin support for Enrichment – including reminding staff to log club, ensuring the list is up to date and available to student/parents/carers and on noticeboards
- To be link person at the school to work alongside the PTA, supporting all marketing activities
- To be the link person working alongside NHS vaccination team arranging dates for immunisation, room bookings, collecting and supporting student on the day,

- To be the link person working alongside School photographer arranging dates room bookings, collecting and supporting students on the day,
- Provide routine support e.g. photocopying, filing, completing routine forms.
- Chair half termly team meetings

C) Resources

- Operate office equipment e.g. photocopier, computer.

D) Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, code conduct and data protection, reporting all concerns to an appropriate person.
- To be a named first aid person if required and partake in appropriate training and refresher courses.
- To be a named fire warden if required and partake in appropriate training and refresher courses.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **3 OTHER REQUIREMENTS**

- Promote and ensure the health and safety and good behavior of pupils at all times.

### **4 WHOLE SCHOOL RESPONSIBILITY**

- To assist the Headteacher in fulfilling the school's vision and values in all that we do
- Any other responsibility as set out by the Headteacher

### **5 SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Connaught School for Girls is committed to safeguarding and promoting the welfare of children and young People. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**OTHER:** The above responsibilities are subject to the general duties and responsibilities contained in the STPCD 2019.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.