



JOB DESCRIPTION

Post Holder:

Post Title: Cover Officer / Administrator

Grade: Scale 3

Hours: 36 hours, 41 weeks

Responsible to: HR & Office Manager

Purpose of Job: To organise daily cover for absent staff. To provide administration support for the Assistant Headteacher and the General Office.

RESPONSIBILITIES AND DUTIES:

Cover Duties

- 1) To receive calls and emails from staff regarding their absence.
- 2) To organise daily cover for absent staff using the diary which details planned absences, meetings, school trips and training, plus unplanned absences.
- 3) To make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly.
- 4) To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list.
- 5) To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary.
- 6) To inform teaching staff of their cover responsibilities each day.
- 7) Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant members of staff.
- 8) To manage and administer the cover e-mail account for the delivery of cover work and advice from absent staff.
- 9) To develop relationships with supply agencies (for long and short term supply) and decide which agencies are preferred suppliers to the school. This includes negotiating daily and hourly rates with supply agencies in order to achieve the best value for the school.
- 10) To liaise with supply agencies on a daily basis and book supply staff as required.
- 11) To meet and inform supply staff of their cover responsibilities, checking ID, DBS etc.
- 12) To be the main point of contact for all supply staff and ensure timesheets are checked and signed daily and electronically authorised or faxed to agencies at the end of each week.
- 13) To liaise with Heads of Department and Senior Staff with regards to supply teachers who are on a long term contract, ensuring that appropriate feedback is obtained from the department and fed back to the agency.
- 14) To collate any issues with regards to the quality of cover work that has been set and inform Heads of Department when issues have arisen.

- 15) To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff.
- 16) To maintain records of supply staff used (including DBS information) and agency bookings and record information for the Single Central Record.
- 17) To prepare weekly record sheets of agency supply staff costs for the Finance Department.
- 18) To arrange cover for absent staff within non-teaching departments where necessary.
- 19) To support the HR Manager with personnel administration.
- 20) 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.
- 21) To keep abreast of Cover Regulations for teaching staff and agency supply staff.

General Office Duties

1. To be an initial point of contact for enquiries, by telephone or in person, advising staff, parents, students etc. on administrative procedures and on appropriate sources of help or information. To operate the School's switchboard. To distribute messages, letters, equipment etc. to students, parents or staff as necessary.
2. To provide administrative support for the Assistant Headteacher, with a responsibility for data.
3. Produce correspondence, reports, policies etc. by utilising MS Office, some of which may be of a confidential nature.
4. To provide typing and data input as required by Teachers and Heads of Department, some of which is of a confidential nature.
5. Operate the Office Information Database system as required. To obtain relevant information from the database for use in correspondence (mail merge) and for staff when necessary; to look up student details, to generate class lists, contact details, labels etc.
6. Notify the Bursary of deliveries as necessary.
7. To assist in the sorting, postage and recording of outgoing general mail, including postage of examination scripts.
8. Attend relevant training including maintaining a current First Aid certificate.
9. To assist with the filing, including filing of examination results to student files.
10. To assist the Welfare Assistant in providing first aid to students; recording first aid given and all necessary reports and paperwork. Contacting parents/carers when necessary and informing tutors when a student has been sent home.
11. To provide cover for the Welfare Assistant during lunchtimes and in her absence and when necessary accompany students to the hospital.
12. Liaise with other office staff to ensure the smooth running of the office during lunchtime breaks.
13. Deal with Lost Property.
14. Supervise the Duty Student.
15. To ensure the two-way radios are kept secure, fully charged and ready for use at all times.
16. To inform patrol or a senior member of staff of any incidents/emergencies that require their immediate assistance.
17. To keep records of all pupils leaving the site for medical appointments etc.

18. To keep the office secure at all times and to keep the office tidy to reflect a professional frontline service.

Other Duties

- 1) To ensure that Data Protection regulations are adhered to throughout the office, informing the Office Manager of any requests for information other than from approved agencies : DfES, LEA.
- 2) To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by School procedures. To ensure all necessary records are accurate.
- 3) To uphold and further the School's equal opportunities policy and to carry out duties effectively and without discrimination.
- 4) Any other reasonable duties within the scope of this function and grading as directed by the Assistant Headteacher, Headteacher or HR & Office Manager.
- 5) To act at all times in accordance with School policies and to provide a professional role model for students, parents and other staff.