

**Hillcrest School and Sixth Form Centre
JOB DESCRIPTION**

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Cover Administrator/Supervisor
Department / Location:	Support Staff
Accountable to:	Information and Data Manager/SLT
Salary Grade / Range:	Grade 3
Job Purpose	
To manage staff absence on a daily basis, ensuring all timetabled lessons are covered – this is a vital role in ensuring the smooth running of the school on a daily basis.	
To supervise whole classes during the short term absence of the class teacher.	
Work Performed	
<p><u>Cover Administrator</u></p> <ul style="list-style-type: none"> • Administrate and arrange cover by managing the day to day short term cover for staff absence. • Allocate cover effectively, efficiently and fairly. • Enter and record all requests for cover onto the database system and into the cover diary, planning ahead where possible. • Receive calls and information from staff regarding their absence. • Post the daily cover sheet on the cover board. • Induct new supply staff and prepare a welcome pack for them. • Ensure that rarely cover guidance and agency worker regulations are adhered to. • Liaise with agencies, including consulting on contractual terms, negotiating preferential rates, obtain CV's and co-ordinate interviews of agency staff for short and long term cover. • Check and authorise agency timesheets on a weekly basis and ensure invoices are matched against timesheets for accuracy and correct budget. • Input staff absences on to the EPM HR portal on a daily/weekly basis. • Ensure compliance with regulations and safeguarding are met in terms of safer recruitment and ensure this information is passed to the Headteacher's PA. • Produce/maintain recording systems to record staff absence and special leave of absence data. • Produce statistical information on staff absence in a variety of formats eg excel, charts. • During examination periods liaise with Information and Data Manager to arrange appropriate staff cover. • Arrange re-rooming of lessons as necessary. • Ensure that systems (eg Progresso, EPM portal) are kept up to date. • Provide room 35 cover in the event of emergencies. <p><u>Cover Supervisor</u></p> <ul style="list-style-type: none"> • To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures. • Manage the behaviour of pupils in line with the Getting It Right Policy whilst they are undertaking this work to ensure a constructive environment. • Respond to any questions from pupils about process and procedures but excluding lesson content. • Deal with any immediate problems or emergencies according to the school's policies and procedures. • Collect any completed work after the lesson and return it to the appropriate teacher. 	

- Report back to the teacher as appropriate on the behaviour of pupils during the class, and any issues arising
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required

Whole School Administration

- Provide general office administration cover and support the day to day running of the school as a team.
- General word processing, photocopying, filing etc.
- To provide exam invigilation during exam time on a rota basis.

Other

- To be responsible for weekly submission of own timesheet.
- To attend and participate in meetings, parents evening and school events as required.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote all school policies.
- To deal with all telephone and personal enquiries (internally and externally) efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

Responsibilities

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

People

- No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection and equality and diversity obligations, as set out in this job description

Financial

- No financial responsibility other than a responsibility to report to the Headteacher any financial risks identified e.g cash not secured, potential theft or impropriety.'

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PERSON SPECIFICATION

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Job title:	Cover Administrator/Supervisor
Department / Location:	Support Staff
Accountable to:	Information and Data Manager/SLT
Salary Grade / Range:	Grade 3
	Essential Criteria
Experience	<ul style="list-style-type: none"> • Experience of working in an administration/office environment • Experience of working with children (in a classroom setting) • Experience of using Microsoft programmes including Excel, Word and email. • Experience of using database applications, including quick and accurate inputting and producing data and reports.
Skills and Abilities	<ul style="list-style-type: none"> • Proven interpersonal and communication skills to deal effectively with staff, students, parents and outside agencies, in person and on the telephone. • Excellent record keeping skills. • Discreet and considerate when dealing with sensitive and confidential matters. • Able to work under pressure. • Good organisational skills and has the ability to organise work schedule • Flexible and able to respond calmly to a range of requests. • Able to work as part of a team, developing and maintaining effective working relationships with staff at all levels • Ability to work on own initiative with minimum supervision • Ability to set and maintain high standards • Ability to safely manage classroom activities, the physical learning space and classroom resources. • An understanding of a range of strategies to deal with classroom behaviour. • Ability to relate to and work with young people.
Education and Qualifications	<ul style="list-style-type: none"> • A*-C in GCSE or equivalent in English and Maths • An intermediate or above qualification in word processing/typing skills • First Aid certificate
Other Requirements	<ul style="list-style-type: none"> • Must be able to work flexibly and within contracted hours • Attendance at meetings, INSET, parent's evenings and school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If during the course of their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

Equality and Diversity

Hillcrest School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Hillcrest School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School that may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Sharron Johnson, Strategic Business Manager

Date: September 2017