 **JOB DESCRIPTION**

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| **POST TITLE:** | **COVER & TRIPS ADMINISTRATOR** |
| **GRADE:** | **Grade G SCP 11 (TTO+ 10 Day 37 hours per week)** |
| **REPORTING RELATIONSHIP:** | **ADMINISTRATION MANAGER & SUPPORTED BY ASSISTANT HEADTEACHER** |
| **JOB PURPOSE:** | Under the guidance of senior staff, the post holder will be responsible for managing the day to day operation of teacher absence cover together with managing trips & visits and completing other administrative and organisational processes. |

**MAIN DUTIES/RESPONSIBILITIES**

**Principle Accountabilities & Duties**

* Use SIMS MIS to arrange cover for absent staff on a daily basis.
* Maintain spreadsheet of staff covers completed.
* Arrange for supply teachers to work in the school as necessary, complete ID & DBS checks and update the SCR with their details.
* Record supply staff movements for payment of invoices and confirm dates/hours for time sheets, as required.
* Arrange for CV’s for long term supply staff, as requested.
* Distribute lesson paperwork to cover staff, if needed.
* Produce reports in connection with cover, as required.
* Use MyHR & SIMS to record staff absence, sickness, maternity etc. and maintain all staff absence paperwork.
* Arrange and record school room bookings and room changes using SIMS & SchoolHire, as appropriate and record daily on Student Bulletin.
* Verify & maintain the paperwork for ‘Others’ on the SCR including visitors & self-employed and record the details on the SCR.
* Use Evolve and ParentMail to co-ordinate and manage trips & visits, including obtaining coach bookings.
* Responsibility for training staff on Evolve, as needed.
* Perform the termly school student Census and co-ordinate queries and errors.
* Process data items, e.g. class groups, as required.
* Organise Parent/Carer Evening arrangements including, communications and appointments.
* Maintain the Online School Calendar.
* Produce the documentation to support the Year 9 Option choices.
* Collate the content for the student planner and co-ordinate production with the external printing company.
* Undertake Student Services duties, providing support and assistance to staff and students.
* Help students who feel ill or who are injured. Notifying parents/carers, if necessary. Supervise students taking medication.
* To undertake any administration, work necessary to fulfil the role.
* To keep up to date with any changes in regulations or requirements in connection with the role being performed and implement these within the school.
* To keep up to date with relevant training required for the job roles being performed.
* To provide advice and guidance on principle accountability related matters to staff, students and others.
* Cover for absent colleagues as necessary.
* Any other appropriate duties as requested.

**Resources**

* Operate relevant equipment complex ICT packages.
* Provide advice and guidance for staff, students and others.
* To keep up to date with any changes in attendance monitoring regulations and implement these with the school.
* To undertake any administration, work necessary to fulfil the role.
* Help to set up and clear away for Parents’/Open Evenings. Attend the events, as needed, to register parents/carers on arrival and co-ordinate queries.

**Responsibilities**

* Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
* Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
* Be aware of and support difference and ensure Equal Opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Signed:**

**Date:**

**PERSON SPECIFICATION – COVER & TRIPS ADMINISTRATOR**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | Good level of literacy and numeracy  NVQ3 or equivalent qualification in relative discipline, e.g. Business Administration Level 3 or appropriate experience. | AF, C | D1 | 5 GCSE’s including grade C in English and Maths or equivalent.  First Aid Training | AF, C  AF, C |
| **Experience & Knowledge** | E2 | Experience of development, management and operation of administrative systems. | AF, I | D2 | Knowledge of the education system/experience of working in a school environment. | AF, I, R |
|  | E3 | Highly competent in the use of Microsoft Office packages. | AF, I, R | D3 | Experience and knowledge of current data protection practices. | AF, I |
|  |  |  |  | D4 | Awareness of risk. | AF, I |
| Skills | E4 | Ability to work successfully as part of a team and to prioritise and multi task effectively to meet deadlines. | AF, I, R |  |  |  |
|  | E5 | Ability to communicate well, both orally and in writing to a wide range of audiences, such as children, carers and other professionals including the ability to write clear, concise and accurate reports. | AF, I, R |  |  |  |
|  | E6 | Good inter-personal skills including mediation and conflict resolution. With the confidence to challenge difficult behaviour and maintain a professional manner in challenging or difficult situations. | AF, I, R |  |  |  |
|  | E7 | Ability to relate well to children and adults. | AF, I, R |  |  |  |
|  | E8 | Good organisational skills. | AF, I, R |  |  |  |
| **Personal**  **Attributes** | E9 | Ability to work under pressure. | AF, I, R | D5 | Willing to participate in development and training opportunities. | AF, I |
|  | E10 | Flexible approach to work with a calm and unflustered manner. | AF, I |  |  |  |
|  | E11 | Friendly and approachable manner. | AF, I, R |  |  |  |
|  | E12 | Confidence to challenge other professionals. | AF, I, R |  |  |  |
|  | E13 | Ability to accept responsibility and use initiative within departmental protocols/procedures. | AF, I, R |  |  |  |
| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Special Requirements** | E14 | Suitable to work with children/young people. | D | D6 | Driving licence and use of own car. | AF, I |
|  | E15 | Flexibility in work pattern may be required on occasion. | AF, I |  |  |  |
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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references