**POST TITLE:**  Cover Administrator

**LOCATION/BASED:** Gosforth Academy

**GRADE:**  N5

**RESPONSIBLE TO:** Office Manager

**CORE PURPOSE:** The Cover Administration Assistant plays a crucial role in supporting the efficient operation of the Academy’s daily cover arrangements, ensuring the relevant approvals and cover is in place for planned absences as required. All unplanned absences are recorded in accordance with Trust/Academy processes and procedures, relevant systems are updated and cover is arranged in a timely manner to avoid disruptions to student learning.

**MAIN DUTIES & KEY RESPONSIBILITIES**

**Main Duties:** The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**Managing Cover**

1. To act as first point of contact for all short term and unplanned absence on behalf of the academy
2. To lead on the administration and coordination of daily lesson cover arrangements, ensuring cover supervisors / colleagues are deployed as necessary
3. To ensure all absences are reported to the senior team, respective head of department and entered onto SIMs in a timely manner
4. To liaise with external agencies to commission temporary cover as required, ensuring supply approval processes are followed
5. To keep accurate records of external / supply staff including verifications, costs, names of staff and justification for bookings.
6. Raising purchase orders for approval by the Deputy Principal.
7. Be the first point of contact over the telephone, ensuring effective communication and a positive impression for callers
8. Maintain records, organise meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents and pupils
9. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
10. Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
11. Collate pupils’ reports as required.
12. Collecting, accounting for, reconciling and security of petty cash, dinner money, and/or other amounts of cash and expenditure in accordance with Financial Regulations.
13. Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, work experience placements, eye tests etc.

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust’s Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

**OTHER**

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It’s important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

**PERSON SPECIFICATION**

**POST TITLE: Admin Assistant level 3**

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| **SKILLS, KNOWLEDGE AND APTITUDES** | **ESSENTIAL** | **DESIRABLE** |
| Excellent interpersonal and communication skills. | ✓ |  |
| Excellent ICT and keyboard skills including the use of Microsoft applications (especially Word and Excel) | ✓ |  |
| Ability to work to deadlines, prioritize and deal with a varying workload | ✓ |  |
| Able to work on own initiative and as part of a team | ✓ |  |
| Able to work with without supervision. | ✓ |  |
| Good working knowledge of SIMS |  | ✓ |
|  |  |  |
| **QUALIFICATIONS AND TRAINING** | **ESSENTIAL** | **DESIRABLE** |
| Good general education | ✓ |  |
| Excellent telephone manner | ✓ |  |
| First class customer care skills | ✓ |  |
|  |  |  |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of clerical/administration work | ✓ |  |
| Experience of dealing with customers/clients both fact to face and over the phone | ✓ |  |
| Ability to prioritise workload | ✓ |  |
| Experience in an educational environment |  | ✓ |
|  |  |  |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| Ability to deal confidently with a wide range of clients | ✓ |  |
| Ability to cope under pressure in a controlled, effective, efficient and friendly manner | ✓ |  |
| Ability to relate well to colleagues, staff and students | ✓ |  |
| Team player with initiative | ✓ |  |
| Ability to form and maintain appropriate relationships and personal boundaries with students | ✓ |  |
| No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. | ✓ |  |
| Honest, demonstrates integrity, confidence and self-motivation | ✓ |  |
| Creative and innovative thinker | ✓ |  |
| Passionate belief in the trust’s vision and values | ✓ |  |
| Commitment to support Gosforth Group’s agenda for safeguarding and equality and diversity | ✓ |  |
| Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group | ✓ |  |
| A commitment to child protection and safeguarding. | ✓ |  |
| Ability to demonstrate a conscientious and flexible approach | ✓ |  |
| Interest in and commitment to the whole school as a community | ✓ |  |
|  |  |  |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role | ✓ |  |
| Willingness to undertake further training (if necessary) | ✓ |  |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check | ✓ |  |
| Medical clearance | ✓ |  |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ |  |
| Evidence of qualification certificates | ✓ |  |
| Evidence of Right to work in the UK | ✓ |  |
| Full UK driving license and access to a car during working hours |  | ✓ |

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***

**PERSON SPECIFICATION**

**POST TITLE: Senior Cover Supervisor**

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| **SKILLS, KNOWLEDGE AND APTITUDES** | **ESSENTIAL** | **DESIRABLE** |
| Understanding of classroom roles and responsibilities. | ✓ |  |
| Excellent ICT skills and the proven ability to use them effectively to support learning. | ✓ |  |
| Able to relate well to children and adults and in particular able to establish positive relationships with pupils. | ✓ |  |
| Able to respond positively and effectively to unexpected problems and situations. | ✓ |  |
| Able to work with minimal supervision. | ✓ |  |
| Able to organise, lead and motivate a team and to work constructively as part of a team. | ✓ |  |
| Working knowledge of national or foundation stage curriculum and other relevant learning programmes/strategies. | ✓ |  |
| Working knowledge of school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning and other integrated working processes | ✓ |  |
| Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:   * + - motivation to work with children and young people     - ability to form and maintain appropriate relationships and personal boundaries with children and young people     - emotional resilience in working with challenging behaviours     - attitude to use of authority and maintaining discipline.   able to work in partnership with other agencies | ✓ |  |
| Awareness of relevant legislation relating to child protection. |  | ✓ |
| Understanding of principles of child development and learning processes. |  | ✓ |
| **QUALIFICATIONS AND TRAINING** | **ESSENTIAL** | **DESIRABLE** |
| Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency | ✓ |  |
| NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience. | ✓ |  |
| Training in relevant learning strategies and specialist knowledge in a particular curriculum area. | ✓ |  |
| Appropriate first aid training. |  | ✓ |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of managing, motivating and developing a team | ✓ |  |
| Experience of advancing progress of pupils of relevant age within a learning environment. | ✓ |  |
| Experience of managing pupil behaviour and supervising pupils under an agreed system of supervision and processes for integrated working. | ✓ |  |
| Experience of administering, assessing and marking tests. | ✓ |  |
| Experience of integrated working |  | ✓ |
| Supervision of classroom support staff. |  | ✓ |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. | ✓ |  |
| Honest, demonstrates integrity, confidence and self-motivation | ✓ |  |
| Creative and innovative thinker | ✓ |  |
| Passionate belief in the trust’s vision and values | ✓ |  |
| Commitment to support Gosforth Group’s agenda for safeguarding and equality and diversity | ✓ |  |
| Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group | ✓ |  |
| A commitment to child protection and safeguarding. | ✓ |  |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role. | ✓ |  |
| Willingness to undertake further training (if necessary) | ✓ |  |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check. | ✓ |  |
| Medical clearance. | ✓ |  |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ |  |
| Evidence of qualification certificates. | ✓ |  |
| Evidence of Right to work in the UK. | ✓ |  |
| Full UK driving license and access to a car during working hours. |  | ✓ |

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