

Cover Coordinator - Job Description

Post Title: Cover Coordinator Job Description

Reporting Line: This role reports to the designated Senior Leader responsible for cover and works closely with the HR Team and wider Administration Team.

Salary: The Kingston Educational Trust Operations Pay Scale 5 - 9

Contract: Permanent

Hours: 25 hour per week (7:00 am - 12:00 pm), Monday to Friday, term time plus INSED days

Purpose

To ensure the effective coordination of daily staff cover arrangements and provide high-quality administrative support, ensuring the smooth operation of teaching and learning across the school.

Responsibilities in the role:

Cover Administration

- Monitor daily staff absence notifications and calls received regarding staff absence.
- Cover arrangements should be completed and shared with staff by 8.00am wherever possible.
- Arrange and deploy daily teaching cover efficiently using the school's MIS, proactively identifying staffing risks and implementing contingency plans to minimise disruption to teaching and learning.
- Update staff promptly regarding emergency cover arrangements arising during the school day, ensuring that all lessons remain appropriately supervised.
- Maintain accurate absence records and ensure timely reporting of staff absences to the HR Officer in accordance with school procedures.
- Maintain a fair, transparent system for the allocation of cover duties among teaching staff.
- Provide induction and ongoing support for external supply staff, including agency staff, to ensure adherence to the school's expectations regarding teaching, safeguarding, and student behaviour, liaising with the designated Senior Leader responsible for cover as required.
- Act as the main point of contact for all matters relating to daily cover arrangements and resolve issues as they arise.
- Advise the Associate Headteacher and Senior Leadership Team on matters relating to staff cover and associated operational issues.
- Liaise with the Head of People when agency staff are required.
- Coordinate room changes resulting from planned activities or cover arrangements and communicate these changes to affected staff.
- Ensure the Senior Leader responsible for duties is informed of staff absences that may impact duty arrangements.

Administrative Assistant

- Administrative duties will vary according to operational priorities and will be undertaken when cover coordination responsibilities permit.

General

- To support and promote the values and ethos of The Kingston Academy
- To undertake such training as may be required
- Ensure compliance with UK GDPR and Data Protection legislation, maintaining confidentiality and safeguarding sensitive information at all times.
- To work in accordance with the Schools Health and Safety Policies and Procedure
- Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Executive Director from time to time to meet the needs of the service.
- Undertake other duties as required in line with overall grading and purpose of the job.

Safeguarding

The post-holder will be expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people and to uphold safer recruitment practices. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- Promote equality, diversity and inclusion, treating all members of the school community with dignity and respect.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Cover Coordinator - Person Specification

Qualities and Attributes	Essential	Desirable
Qualifications		
GCSE Grade 4/C or above in English and Mathematics (or equivalent).	✓	
Basic First Aid training or equivalent		✓
Knowledge and Experience		
Experience of working in a receptionist/administrative function	✓	
Experience of using school MIS systems (e.g. Bromcom, Arbor, SIMS) and confidence using Google Workspace and Microsoft Office applications.	✓	
Ability to communicate effectively on the telephone and in person	✓	
Strong attention to detail and able to produce work with a high level of accuracy	✓	
Experience of working in a school or similar establishment		✓
Good organisational and workload management skills specifically with the ability to prioritise own work and reprioritise when necessary	✓	
Able to work in an office environment that often demands high levels of concentration, while coping with frequent interruptions	✓	
Able to respond to changing priorities	✓	
An understanding of the importance of confidentiality	✓	
Integrity and understanding of care needed with sensitive information	✓	
Personal		
Ability to work under pressure and make decisions within tight deadlines.	✓	
Excellent interpersonal and communication skills.	✓	
Ability to maintain confidentiality and exercise discretion.	✓	
Ability to multitask and prioritise competing demands.	✓	
Ability to relate well to all types of stakeholders for example students, suppliers and contractors, governors, local authority staff	✓	
A commitment to positive and healthy outcomes for young people	✓	
Ability to listen effectively and be sensitive to others	✓	
A demonstrable commitment to the safeguarding of students and child protection	✓	
Desire to enhance and develop skills through continuing professional development	✓	