



JOB DESCRIPTION

Role Title	Department	Reports to
Cover and Operations Administrator	Administration	PA to the Headteacher

PURPOSE

To provide high-quality administrative support across key operational areas of the school, with a primary focus on coordinating teaching staff cover. The postholder will also support staff-related administration, compliance processes, and day-to-day operational logistics.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Staff Cover Coordination

- Organise daily and long-term cover for teaching staff.
- Liaise with supply agencies and internal staff to ensure effective deployment.
- Maintain accurate records of staff absence and cover usage.
- Communicate cover arrangements to relevant staff and leaders.

Operational & Administrative Support

- Support the planning and scheduling of key school events and activities, ensuring dates are coordinated across teams.
- Assist with administrative processes related to compliance, including Freedom of Information requests.
- Coordinate stakeholder surveys and assist with data collation.
- Organise interview logistics, including scheduling, room bookings, and candidate support on the day.

Staff-Related Administration

- Maintain and update staff lists (e.g. email groups, distribution lists).
- Support onboarding and induction arrangements for new staff.
- Assist with tracking staff training logs and CPD records.
- Provide general administrative support for staff-related processes, including absence monitoring and record-keeping.

PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none">• GCSE (minimum Grade C or equivalent) in English and Maths
Knowledge/Experience	<ul style="list-style-type: none">• Experience in administrative roles (Essential)• Experience in an admin role within an educational setting (Desirable)• Experience coordinating staff cover or working with supply agencies (Desirable)• Familiarity with basic staff-related processes e.g. onboarding, absence tracking (Desirable)
Technical/Business Skills/Ability	<ul style="list-style-type: none">• Proficiency in Microsoft Office (Essential)• Understanding of school systems e.g. SIMS, Arbor, or equivalent (Essential)
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none">• Strong organisational and communication skills.• A proactive and flexible approach to supporting school operations.

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;

- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: