



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Cover and Administrative Assistant

Reporting to:	Office Manager
Grade/Salary:	Band 3 (SCP 6 – 9)
Hours of work:	32.5 Hours per week, Monday to Friday 7.15am-2.15pm, term time plus 1 week (40 weeks per year)

Core Purpose:

- To assist with the academy's staff, cover system using the Arbor to ensure effective deployment of staffing.
- To undertake admin tasks as required by the Office Manager.

Specific areas of responsibility and key tasks:

Assist with operating the academy system for managing staff absence and room closures using the Cover module on our Management Information System (Arbor). Including:

- Take calls/messages/emails from absent staff and record staff absences in Arbor and arrange cover staff when required by using available teaching staff and agencies.
- Print registers for agency supply staff and cover notices for staff and maintain and update the Cover Pack for Supply Staff.
- Print and file placement notifications including vetting information of supply staff in school and complete timesheets for supply staff electronically.
- Meet and greet supply staff when they attend school and provide a brief induction.
- Assist with room bookings and room changes using Arbor, including for exams/access arrangements and produce signs for relevant classrooms informing relevant staff of changes as and when required.

Admin tasks, this includes:

- General typing and office duties using Microsoft Office packages as directed by Office Manager
- Send emails and texts to parents using Schoolcomms
- Attend and participate in meetings and training events as required including review of performance
- Assist with attendance administration

- Create the weekly parent/carer newsletter.
- Any other admin tasks as required by the Office Manager.

Support the Office Manager with Admissions by:

- Assisting with Year 7 and in-Year Admissions and help with enquiries.
- Assist with preparing Appeals documentation.
- Assist with the collating of supplementary forms and evidence.
- Assist with preparing necessary documentation for Induction Parents Evening.
- Prepare Offer letters for successful applicants.
- Assist with organising Open Day for Year 6 transition students including helping to prepare documentation, meeting and greeting on Open Day and answering any queries.
- Assist with providing additional tours for families unable to attend the Open Day/In Year applications.

Assist on Reception, including covering lunch breaks and as and when required due to absence, duties include:

- First point of contact for enquiries by telephone, email or in person
- First point of welcome, record and sign visitors and students in and out of the premises and issue visitor passes
- Administer first aid and keep a record of students in sick bay, updating diaries where appropriate and contact parents/carers asking for the collection of sick students when needed
- Operate emergency procedures and telephone 999 for emergency services when requested to do so
- Open and distribute post to staff according to areas of responsibility
- Maintain a clean and tidy reception area welcoming to visitors at all times
- Ensure Registration Notes/Absence Notes/Signing-In Sheets/Visitor Badges are always available
- Assist SLT with lunchtime duties

HR Tasks, this includes:

- Logging absences in Arbor and iTrent
- To follow up staff absence including issuing SSP Self Certs and Return to Work forms.

Person Specification

Cover and Administrative Assistant

A Training and Qualifications	Essential	Desirable	How assessed
A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	Y		A
Commitment to ongoing professional development	Y		A/I

B Experience	Essential	Desirable	How assessed
Experience of working in an office role in a busy and fast paced office	Y		A
Previous experience of working/providing support in an educational setting		Y	A

C Professional Knowledge and Skills	Essential	Desirable	How assessed
Ability to deal with sensitive information in a confidential manner	Y		A/I
Ability to manage a varied and complex workload as well as delivering to timescale	Y		I
Ability to relate well to students and adults, maintaining a professional working relationship at all times		Y	I
Ability to work constructively as part of a team, understanding roles and responsibilities and own position within these		Y	I
Excellent ICT skills, in particular in the use of Arbor/Schoolcomms and Microsoft Office applications	Y		A/I
Excellent verbal and written communication skills	Y		A/I
Excellent planning, prioritisation and organisation skills	Y		I

D Personal Attributes	Essential	Desirable	How assessed
Willingness to support Catholic life in schools	Y		A/I
Friendly and approachable with a professional manner	Y		I
Ability to self-evaluate and reflect	Y		I
Able to adapt to changing circumstances and new ideas	Y		I
Attention to detail, excellent communication skills	Y		A/I

Ability to be respectful and promote equality of opportunity and diversity	Y		A/I
E Safeguarding	Essential	Desirable	How assessed
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y		I

St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.