



Southend High School for Girls

Job description

Title: Cover and Communications Administrator

Job Purpose: The Cover and Communications Administrator plays a key role in ensuring the smooth running of daily school operations. The postholder oversees the organisation of teaching cover, maintains high-quality front-line communication and social media output, and supports timetable and data administration. This multifaceted role supports both the effective delivery of teaching and the promotion of the school's work and achievements

Reporting to: Data and Systems Manager

Liaison with: Data and Systems Manager, SLT, Exams Officer, Headteacher's PA, parents, students, teachers and other stakeholders as required.

Key Responsibilities

Cover and Staffing Coordination

- To oversee the daily organisation of teaching cover, ensuring lessons are supervised and disruption is minimised.
- To monitor staff attendance and communicate potential concerns to SLT and the HR Manager.
- To maintain accurate staffing and rooming information in SIMS and ensure fair allocation of cover.
- To coordinate re-rooming for events, examinations and internal activities, liaising with staff as needed.
- To work closely with Independent Learning Supervisors (ILSs), ensuring they are briefed, supported, and deployed effectively.
- To support the recruitment, induction and training of ILSs and maintain an up-to-date register of supply staff.
- To ensure cover work is distributed efficiently and follow up on missing work with departments.

Communications and Social Media

- To manage front-line communications, promoting the school's work and achievements to stakeholders.
- To update the school website regularly, ensuring key documents and information remains current.
- To create and schedule engaging social media content, liaising with staff for stories and arranging photography where required.

Data, Timetabling and General Support

- To support the Data and Systems Manager with tasks related to timetabling, systems and admissions.
- To carry out all responsibilities in line with school policies, safeguarding expectations and health and safety requirements.
- To take responsibility for professional learning through the performance review process.

General

- To carry out the above duties in accordance with the school's policies and guidelines.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace and ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment and uphold all relevant procedures.

Southend High School for Girls has a strong commitment to equal opportunities and diversity in all aspects of employment and in its services to students, staff and the wider community. All employees are expected to understand and promote equality and diversity in the course of their work.

This job description is current as of March 2026, but will be reviewed on an annual basis and, following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job requirements which are commensurate with the grade and job title. In addition, it may be amended at any time after consultation with the post holder.

PERSON SPECIFICATION

CRITERIA	QUALITIES	DESIRABLE	ESSENTIAL
Qualifications and training	<ul style="list-style-type: none"> GCSEs in English and maths 		✓
	<ul style="list-style-type: none"> Further/higher qualification in administration, communications, media, or a related field 	✓	
Experience	<ul style="list-style-type: none"> Experience in administration involving organisation, scheduling, or coordination 		✓
	<ul style="list-style-type: none"> Experience in a school or educational environment 	✓	
	<ul style="list-style-type: none"> Experience producing social media or website content 	✓	
Skills and knowledge	<ul style="list-style-type: none"> Ability to manage competing priorities in a fast-paced environment 		✓
	<ul style="list-style-type: none"> Excellent attention to detail 		✓
	<ul style="list-style-type: none"> Effective communication and interpersonal skills 		✓
	<ul style="list-style-type: none"> Excellent time management 		✓
	<ul style="list-style-type: none"> Ability to build effective working relationships with staff and other stakeholders 		✓
	<ul style="list-style-type: none"> Experience with SIMS or similar MIS 	✓	
	<ul style="list-style-type: none"> Understanding of safeguarding 		✓
	<ul style="list-style-type: none"> Strong ICT skills, including confident use of Microsoft 365 (or equivalent) 		✓
Personal qualities	<ul style="list-style-type: none"> Highly reliable and dependable, with the ability to maintain consistency in attendance, punctuality, and performance 		✓