



Saracens High School

Job Description

Job Title: Cover Administrator

Responsible to: Assistant Principal

The main purpose of the role is to organise cover to ensure all activities (lessons, trips, duties, events etc.) have appropriate adult supervision.

To carry out this role effectively you need to be aware of, and support the values of the school, aims and objectives and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress.

Your key responsibilities as **Cover Administrator** are:

- To organise and administer the daily 'cover' arrangements for those staff who are not available for their normal teaching commitments including trips, meetings or events, recording this on the Arbor information management system
- To ensure all staff are aware of cover arrangements and rooming changes at the start of the day, and any changes that are required
- To ensure that the daily cover system operates as equitably and fairly as possible
- To ensure that all staff absences are accurately recorded with start and end dates in the school MIS database
- To engage external supply teachers, where cover is not possible internally, and keep up-to date records of such staff
- To advise staff as to the availability of alternative rooms when necessary
- To treat information relating to absence of teaching staff in strictest confidence, adhering to GDPR requirements at all times
- When time permits, provide general administrative support to the school including typing, emailing, maintaining data, filing, photocopying
- Take responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety
- Adhere to the school policy on equality and diversity
- Ensure confidentiality and adhere to GDPR requirements at all times
- Undertake appropriate professional development including adhering to the principle of performance management

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>English and Maths GCSE at A*-C (9-4) or equivalent</p> <p>Good standard of literacy and numeracy</p>	A levels or equivalent
Experience	Experience of working as an Administrator	<p>Experience of working in a school</p> <p>Experience of school MIS systems such as Arbor</p>
Knowledge	<p>Microsoft Office</p> <p>Use of ICT</p>	Knowledge of local communities on the Grahame Park Estate
Personal Attributes	<p>Excellent communication and interpersonal skills</p> <p>Able to manage own time effectively and demonstrate initiative including establishing priorities</p> <p>Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</p> <p>Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies</p> <p>Able to maintain confidentiality</p> <p>Able to work with minimum supervision</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	Commitment to personal development