EASTBROOK SCHOOL
AND
BARKING ABBEY SCHOOL

JOB DESCRIPTION

Job Title:	**Data & Cover Officer**
Grade:	SO2 (Subject to evaluation)
Working Hours	35 Hours, term time only, plus ten days (Likely current working hours for this role are 06:30am-14:30pm to meet the needs of the School) Additional 10 days are subject to line manager and individuals discretion but at least 4 days are expected to be on GCSE and A level results Days.
Location:	Partnerships Schools
Line Manager:	Data Manager/School Business Manager
Line Management of:	N/A
Liaising with	SLT Designated Leads/SBM/ Staff

This is a new role within the partnership in order to meet the needs of schools within our partnership to continue to develop our core central services and support. Our Partnership currently consists of two schools, that will be forming a Hard federation at the end of the Academic year.

Behind every successful school is a dedicated team of professionals who ensure that every day runs smoothly and that all staff and students are fully supported to perform at their best. Across our partnership schools, the data and cover and timetabling function plays a vital role in maintaining structure, accuracy and continuity — balancing organisation with responsiveness, and precision with efficiency.

We are now looking for a Data and Cover Officer who shares our belief that operational excellence is about people as much as process: someone who communicates clearly, collaborates confidently with colleagues, and is always looking for ways to improve systems, strengthen data integrity and make a meaningful difference to the daily running of our schools.

This role will be primarily based at Eastbrook School supporting the work of the Schools Data Manager but there is an expectation for flexibility and there may be the requirement to work across partnership schools.

CORE PURPOSE

A key part of this role is to undertake and complete the allocation and organisation of daily cover across the school. Checking the schools cover line each morning and making sure that all lessons are covered and that staff have the resources needed to deliver high quality lessons. You will work under the direction and guidance of the cover manager following set process and systems. Following the morning cover allocation each day you will then undertake tasks related to timetabling, data and cover management

DAILY COVER
- Maintain accurate and up-to-date records (Arbor and electronic where relevant) of all staff absences (teaching and non-teaching) this includes but not limited to; sickness, medical appointments, annual leave, TOIL, leave of absence request, maternity, paternity, time off for dependants.
- Arrange cover (using school's own Teaching staff; permanent and casual) for staff who are absent for any reason (including an event), and ensure, as far as possible, that all timetabled lessons take place.
- Produce daily cover schedule and share to all staff by 7.30am.
- Arrange emergency cover of any lessons, which may arise throughout the day due to unforeseen circumstances.
- Distribute cover work to teachers/agency workers/cover staff covering a planned staff absence and assist cover supervisors with any queries they may have regarding the work where possible.
- Keep HR & Payroll Manager updated on a daily basis on any unusual occurrences or difficulties
- Upon (rare) request collapse classes to release staff for cover during particular events/visits that involve a large percentage of a particular year group and inform relevant staff of the arrangements.
- Assist HR & Payroll Manager in developing and maintaining high quality and standards of delivery of cover function/team.
- Re-rooming for events such as examinations and sports days.
- Produce schedules of re-rooming to be distributed to individual staff affected via the staff bulletin and agreed communication channels
- Produce and publicise daily absence/Cover information to agreed circulation list
- Be aware of and support with the monitoring and oversight of routine absence requests through the schools leave app.
- Ensure paperwork and approvals supports all changes and that staff personnel files are kept up to date

AGENCY WORKERS
- In exceptional circumstances, where internal cover cannot be found and, in emergency situations, find and organise suitable external agency staff from partnership approved agencies to provide suitable cover
- Develop and maintain positive working relationships with agencies.
- Inputting accurate agency worker data into Arbor for agency workers ensuring it meets Staff Workforce Census requirements.
- To work with the central partnership team in maintaining up to date recruitment agency terms &conditions. Making sure that all agencies used are on the approved agency register and any terms agreed are in line with the DfE framework and are cost effective (to include daily rates and commission fees for long term workers).
- Maintain agency worker Information/Welcome Packs and greet new and infrequent agency workers on arrival to check their ID providing essential information and help. Providing explanation of cover work/lesson content.

- To make sure that the school office managers/Hr managers receive all required safer recruitment information and vetting for all agency workers and that the schools SCR is kept up to date with these staff
- Arrange for local inductions to be carried out by Head of Department for all long term agency teachers keeping accurate records
- Complete/approve timesheets for agency workers, keeping accurate and up to date records making sure that invoices are accurate when received

TIMETABLING SUPPORT & GENERAL DATA INFORMATION

- To ensure the efficient use of Arbor ensuring accurate and up to date information is recorded and available.
- Enter and Retrieve data from the school's MIS, and other systems as appropriate.
- Provide support with Census administration.
- Provide support with general Timetable and rooming administration
- Support the management of the option choices. Provide analysis of option choices and number to the Deputy Headteacher.
- Support the management of the timetabling process.
- Work with the Data Manager in the creation of the timetable.
- Support with the work on timetable changes throughout the year including managing the processes of withdrawal or in-year option changes.

PERSONNEL INFORMATION & RECORDS MANAGEMENT

- Maintain individual pupil and personnel files to effectively making sure that the Schools management systems are well maintained and up to date
- Ensure high standards of records management and assume responsibility for all information assigned to the post
- Carry out regular housekeeping for archiving purposes

PUPIL PROGRESS & REPORTS

- To use the school 's assessment and progress tracking systems including the capture of grades from teaching staff.
- Assist with the school's annual pupil reporting procedures; to enable pupils to receive regular and timely academic feedback.
- To support the work of departments and year teams in developing and. setting up spreadsheets or marksheets for recording data, in addition to using advanced formulas, look up tables, conditional formatting and calculated fields to interpret the data, predict grades and highlight student performance.
- To support data entry as required during peak periods.
- To support the maintenance the assessment records of pupils' progress (including prior attainment, targets, progress & attainment), ensuring that all information held is accurate and reliable
- To produce examination results analysis in a timely fashion when required.
- To assist with the school's assessment data collection, liaising closely with teaching staff through out the process.
- Support school staff in developing and analysing pupil progress data as per the school calendar.
- Sourcing and importing KS2 & GCSE results into school software along with SEO.
- Producing assessment templates for staff entries.

- Work alongside SEO to produce half-termly assessment reports for pupil progress tracking.
- Preparing data for departmental self-evaluation, review, and target settings processes.
- Setting targets for pupils under guidance of SLT/SEO.
- To help ensure the school meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding student achievement and tracking.

GENERAL EXPECTATIONS
- To work flexibly as part of a core central services team undertaking tasks and supporting colleagues with areas of work as relevant for example supporting in the offices, at events or with recruitment
- Demonstrate awareness and adherence to the ethics of inclusion and the function of safeguarding
- Maintain personal and professional development to meet the changing demands of the role, participate in appropriate training activities and encourage and support staff in their development and training
- Embrace the principles of anti-discriminatory practice and ensure compliance with legislation throughout the school environment
- Undertake a proactive, committed approach towards the School's ethos
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures
- Comply with all current employment legislation, local authority requirements and school policies and procedures
- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this role
- Work flexibly in order to ensure deadlines are met.
- Carry out tasks without direct supervision

Whilst every effort has been made to explain the main duties and responsibility of the post, each individual task undertaken may not be identified. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school 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.

The partnership schools are committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Eastbrook is an all through school. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages. Similarly, Barking Abbey, is a dual campus school and staff are also expected to provide support across both sites.

The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post-holder may be expected to carry out work that it not specified in the job profile, but which is within the remit of the duties and responsibilities.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including an enhance Disclosure Check, will be undertaken on all successful applicants.

PERSON SPECIFICATION

	Essential	Desirable	How Tested?*
Qualifications			
• Good general level of education (to GCSE level or equivalent including Maths and English at Grade C or above)	✓		AF/Cert
Knowledge, Skills and Experience			
• Experience of administration	✓		AF/IV
• Good organisational and time management skills			AF/IV
• Good working knowledge of Microsoft Office packages, particularly Excel	✓		AF/T
• Good standard of literacy and numeracy	✓		AF/T
• Ability to maintain accurate records, both manual and on a database			AF/IV
• Good written and verbal communication skills	✓		AF/IV
• Excellent customer service skills	✓		AF/IV
• To be able to wrk in pressurise environment at times working to tight and definitive deadlines			
• Ability to foster positive & Collaborative working relationships with all staff		✓	AF/IV
Personal Attributes			
• Ability to communicate effectively with people at all levels in an organisation			AF/IV
• Ability to work under pressure	✓		AF/IV
• Ability to work effectively as part of a team			AF/IV
• Ability to work unsupervised at times and use own initiative	✓		AF/IV
• Willingness to work flexibly when required	✓		AF/IV

*Evidence of criteria will be established from:
AF = Application Form
IV = Interview
T = Test (Skills test) Cert = Certificates to be checked at interview