



OAK TREE SCHOOL

JOB DESCRIPTION

Cover Administrator

Grade

Grade 4, spinal points 7 to 11.

Purpose

To manage the school's daily cover requirements so that students experience continuity of learning when classroom-based colleagues are absent; monitor absence and agency expenditure in partnership with relevant colleagues; manage room bookings; and provide effective administrative support as required.

Staff Responsibilities

No line management responsibility. The postholder coordinates the deployment of cover supervisors, teaching colleagues, internal supply colleagues and agency supply colleagues but does not line manage these groups.

Deployment

Fixed-site deployment at Oak Tree School.

Financial Accountability

No budgetary responsibility. The postholder monitors and records agency expenditure with the relevant business partner; the legacy Job Description refers to both the Hub Business Partner and School Business Manager

Key accountabilities

- Ensure continuity of teaching and learning by coordinating appropriate cover arrangements for absent classroom-based colleagues.
- Allocate cover supervisors, teaching colleagues, internal supply colleagues and external supply teachers effectively.



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- Maintain accurate absence, cover and payroll information within EveryHR and other management information systems.
- Monitor agency expenditure and work with relevant colleagues to limit costs wherever possible.
- Support compliance with the staff attendance policy through accurate reporting and follow-up administration.
- Manage room bookings and provide wider administrative and human resources support.
- Ensure safeguarding, health and safety and risk assessment requirements are followed.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

The postholder will maintain effective working relationships with internal supply colleagues, local supply agencies and other external agencies to support the timely coordination of cover arrangements.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Proactively coordinate cover for absent classroom-based colleagues to maintain continuity of learning for students.
- Allocate cover supervisors, teaching colleagues, internal supply colleagues and external supply teachers appropriately in response to daily requirements.



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- Liaise with internal supply colleagues and supply agencies to secure additional cover when required.
- Maintain effective links with local supply agencies to support reliable and responsive cover arrangements.

Assessment

- Enter and maintain accurate absence and cover information within EveryHR and other relevant management information systems.
- Provide the senior leadership team with daily updates on colleague absence and cover requirements.
- Provide payroll with accurate sickness absence information.
- Produce regular reports relating to sickness absence and training records to support monitoring and follow-up action under the staff attendance policy.

Behaviour Management and Student Wellbeing

- Coordinate cover arrangements effectively so that students continue to receive appropriate supervision and classroom support during colleague absence.
- Ensure that cover deployment decisions support an orderly and appropriately supervised school environment.

Pastoral and Inclusion

- Ensure that all safeguarding procedures relating to internal and external supply colleagues are followed.
- Maintain confidentiality and handle absence, payroll and human resources information appropriately when undertaking the duties of the role.

Trust Culture

- Work with the Operations Manager to support consistent application of the staff attendance policy.



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- Monitor and record agency expenditure and work with the relevant business partner to limit agency costs wherever possible.
- Comply fully with all relevant health and safety regulations, safeguarding procedures and risk assessments.

Contribute to a professional, collaborative and responsive administrative service.

Other

- Manage room bookings within the school.
- Provide administrative assistance as required, including human resources administration for the Operations Manager.
- Undertake any other duties that reasonably fall within the scope of the post and may be allocated following consultation with the postholder.

Other requirements and responsibilities

The postholder is required to undertake an enhanced Disclosure and Barring Service check, including a check of the Children's Barred List.

Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and colleagues. The Trust is also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the Trust are expected to share these commitments. Appointment is subject to satisfactory employment checks, references and an enhanced Disclosure and Barring Service check.