

## **Job Description for the Post of: HR & Cover Coordinator**

### **Introduction**

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### **Responsible To**

Responsible to the Head via the HR Manager & Cover Manager & Supervisor.

### **Main Purpose of Job**

To provide an efficient and effective support role to the HR Department, assisting with all aspects of the Employee Lifecycle, especially focus on maintaining SCR, training and development, cover arrangement and absence management, and compliance with employment law and School policies to ensure the smooth running of the HR process.

### **Main Tasks**

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To provide administrative support to the HR Department throughout the employee lifecycle, such as maintaining the employee records in staff portal, ensuring compliance with HR legislation and policies.
3. To maintain and migrate the School's Single Central Record to the school systems and ensure records are accurate and compliance to the legislation and policies.
4. To support new staff induction program, probationary & performance review, and offboarding process.
5. To support recruitment activities and complete relevant paperwork.
6. To coordinate essential trainings in Every HR for new staff and ensure refresher training is kept up to date for current staff, maintaining an ongoing and accessible log of this.
7. To run regular workforce analysis and monitoring reports, e.g. monthly absence reports for payroll.

8. To cover the Cover Manager & Supervisor and to process ad hoc cover requests:
  - i. To check staff absence telephone voice messages and emails and update the School's system of staff's attendance and punctuality accurately.
  - ii. To process ad-hoc cover requests, room bookings & closures, liaising with all staff effectively and confidently, whilst dealing with confidential issues with discretion and understanding.
  - iii. To work with the Cover Manager & Supervisor to keep the cover calendar and school diary up-to-date and raise any concern to Cover Manager & Supervisor/HR Manager/Deputy Head when necessary.
  - iv. To record daily attendance and punctuality of staff in various systems.
  - v. To arrange cover and timetabling for unplanned and any ad-hoc absences in sensible, flexible and efficient manner.
  - vi. To consolidate absence data on the staff portal (EveryHR) with matching with other systems (such as SIMS, Cover Calendar, etc), checking that Self Certification and Return to Work paperwork is completed.
  - vii. To co-ordinate re-rooming and booking of classrooms.
  - viii. To liaise with staffing agencies when necessary, monitoring agency timesheets and completing requisitions, liaising with the HR Team and Reception regarding agency visitors and vetting when necessary.
  - ix. Liaise with agencies to book cover member in line with required procedures, liaise with Reception team by providing vetting information for check-in/out registration.
  - x. Professional communication and team work with the Deputy Head, Cover Lead, internal Cover Supervisors, Subject Leaders, Teachers, agencies and any relevant stakeholders where necessary.
9. To communicate effectively, verbally and in writing, with staff throughout the school, visitors, students, suppliers and third parties, using tact and discretion where necessary.
10. To be able to use the appropriate modules of the school's information management system and other software, eg word processing, spreadsheets, database, presentation, internet and email.
11. To have an understanding of the common practices and systems in use in the main office, visitors' reception, reprographics room and student office and to work within this general structure.
12. To work flexibly, assisting colleagues during busy periods, and support team members to provide an efficient and effective administrative service.
13. To undertake training and share knowledge where necessary.
14. To participate in the Performance Management process.
15. To maintain professional relationships with colleagues and work together as a team.
16. To undertake other duties as required and in line with the grade and responsibilities of the post.