

THOMAS BECKET CATHOLIC SCHOOL

JOB DESCRIPTION

OVERVIEW

Job Title	SCHOOL OFFICE ADMINISTRATOR – COVER COORDINATOR
Contract type:	37 paid hours per week 38 weeks plus 5 training days Monday to Thursday 7.30am - 3.30pm, Friday 7.30 – 3.00pm
Purpose of the Position	To support the School Operations Coordinator by providing a high-quality administrative support to the school's Senior Leadership Team, act as the school's Cover Co-ordinator and be responsible for key administrative processes.
Key Responsibilities	<p>To arrange provision of cover for absent teaching staff utilising both internal and agency staff under the direction of the Senior Management team and the School Operations Coordinator. To assist in school administrative processes and systems including: Reception, school diary, school trips, social media marketing, pupil and staff absence, first aid, Communications with parents and other administrative tasks as and when required.</p> <p>Be part of the school office administrative team providing a front office reception service to staff, pupils, parents and visitors.</p> <p>Must be willing to be first aid trained</p> <p>Assist with admin of all correspondence relating to GDPR, FOI requests, SAR requests and other compliance related queries and any other school admin requirements</p> <p>This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually</p>
Responsible to:	School Operations Coordinator
Accountable to:	Headteacher

MAIN RESPONSIBILITIES

1. Main Duties

- Act as the school's daily cover coordinator ensuring all cover is arranged for absent staff, supply staff are booked and all safeguarding processes for temporary staff is implemented as they arrive on site.
- Manage the allocation and deployment of staff cover at times of specific need e.g., open evenings, parent evenings, open days etc.
- Manage and maintain all staff attendance ensuring all daily absence and planned absence requests are recorded in a timely manner
- Produce and manage for the Headteacher and SLT regular staff absence reports identifying sick absence triggers and evidence for meetings with staff regarding their absence.
- Assist with ensuring all phone calls and emails to the school are answered and responded to in a timely and welcoming manner resolving queries and/or referring when necessary.
- Produce school documentation, forms and letters using appropriate software and office equipment.
- Be responsible for the office's filing systems and maintaining stationery and first aid supplies.
- Support the School Operations Coordinator in maintaining the school's website, producing weekly newsletters and other marketing materials.
- Maintain the school calendar liaising with key staff for accurate and up to date information.
- Assist with ensuring all staff and students have photo ID badges and that photos are updated onto key systems in school for Safeguarding requirements.
- Work in close collaboration with the office administration team, receptionist and attendance officer ensuring school reception is staffed and any pupils/parents/visitors are attended to during periods of absence and times of high demand.
- Assist with ensuring the smooth set up and running of parents' evenings and open evenings.
- Support the School Operations Coordinator in their duties including safeguarding, ensuring the school meets its statutory responsibilities and obligations
- To undertake any other duties, commensurate with the level of the post, as may be required

2. Reception

- Supporting the School Operations Coordinator in maintaining a professional, tidy and welcoming reception area.
- Be the first point of contact for all pupils, parents and visitors to the school when necessary
- Be responsible for ensuring all phone calls to the school are answered and responded to in a timely and welcoming manner resolving queries and/or referring when necessary.
- Be responsible for responding to all day-to-day enquiries referring where necessary to the School Operations Coordinator or Headteacher when appropriate.

3. Personal and Professional Conduct.

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.
- Establish, promote, and maintain effective relationships with parents, parishes, other schools and colleges and other persons and bodies outside the school. They will support an appropriate positive promotion of the school, and celebration of its achievements.
- Accept and perform other tasks, from time to time, as directed by the Headteacher or any member of THE Senior Leadership Team. Will perform tasks not specified here, that are necessary for the discharge of their primary duties.

4. Safeguarding and Health and Safety

- Support the School Operations Coordinator to manage and ensure first aid is coordinated across the school and first aiders are suitably trained and equipment maintained; administer first aid as and when necessary.
- Ensure First Aid arrangements are accurately administered including notice boards, medical requirements of pupils (e.g. Epi pens, asthma, allergies) and liaison with the school nurse.
- Provide coordination of medical provisions for pupils maintaining record of specific medical needs of pupils and overseeing injured or sick pupils.
- Support with the liaising with parents or guardians for students who require collection from school due to illness or injury.

4. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development and update knowledge required for the role

5. Working with colleagues and other relevant professionals

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

6. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

All staff to Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list.

The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Good standard of education	✓		Application form/certs
Competent in Microsoft office software packages	✓		Application form/Certs
SIMS / Class charts/Brom com	✓		Application form/Certs

2. EXPERIENCE

	Essential	Desirable	Evidence
Experience of working in an educational environment (HE or schools/colleges).		✓	App form Interview
Be able to communicate effectively with pupils/parents/carers and all external agencies	✓		App form interview
Be able to show an understanding of safeguarding and confidentially	✓		App form interview
Ability to work both independently and as part of a team	✓		App form interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents	✓		Interview/App Form
Ability to undertake multiple priorities whilst meeting deadlines	✓		Interview/App Form
Highly proficient in Microsoft Office particularly Outlook, Word and Excel	✓		Interview/App Form

Good written and oral communication skills.	✓		Interview
Ability to think clearly in any emergency situations and act calmly and confidential	✓		Interview/App Form
Experience of managing and maintaining accurate and filing systems.	✓		Interview/App Form

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Proven ability to remain calm and work under pressure whilst prioritising effectively.	✓		Interview
Proven ability to work on own initiative with a proactive approach.	✓		Interview
Proven ability to work collaboratively with others	✓		Interview
Proven ability to deal sensitively with people and resolve conflict	✓		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	✓		Interview
Commitment to maintaining confidentiality at all times	✓		Interview
Commitment to safeguarding and diversity.	✓		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required carried out by the school

HOW TO APPLY

If you wish to either visit the school, please contact the school by e-mail to abamford@tbcs.nor.olicatschools.org

Further information about the school can be viewed on the school website www.thomasbecket.org.uk or on the Trust website www.olicatschools.org.

Applications are via My New Term www.thomasbecket.org.uk/vacancies

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy. Thank you for your interest in our Trust.

Thank you for your interest in our school and Trust. Further information about the Trust can



For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org