



St Simon Stock Catholic School

Kent Catholic Schools' Partnership



Job Title:	Cover Coordinator (with Reprographics)
Salary Grade:	Kent Range 4 FTE £21,389 —£22,493 (pro rata £12,220—£12,850)
Hours/weeks	25 hours/week 7:00am-12:00pm or 7:30am-12:30pm
Weeks/year	Term time only (38 weeks/year). 5 training days – negotiable (paid on claim)

Purpose of Job:

The aim of this post is to support the Headteacher, staff and students in the organisation of the running of the school by effectively managing the day-to-day cover in school and completing reprographic tasks. You will also promote the school in a positive manner at all times to staff, students and visitors.

Key duties and responsibilities:

Cover administration:

- Monitor the cover absence line and emails each morning from 7:00am [or 7:30am] and collate all messages left on the school voicemail service advising of an absence;
- Create the daily rota for cover within the school and distribute this information to all staff via email;
- Accurately record sickness absence and approved CPD/personal leave requests on SIMS;
- Meet and greet daily supply teachers and provide daily timetable, handbook and information on work;
- Collect, collate and distribute all cover lesson work as required;
- Support supply teachers with queries and liaise with external agencies;
- Liaise with supply agencies to ensure that all lessons are covered if in-house cover is unavailable;
- Check invoices from agencies and timesheets for agency staff and obtain authorisation Act as the main point of contact for any problems that may occur in relation to cover;
- Liaise with Human Resources department in relation to sickness absence and personal leave reporting;
- In liaison with the Exams Officer, ensure that rooming for exams is booked out on cover sheet;
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development;
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students;
- Contribute to the overall Catholic ethos, work and aims of the school.

Reprographics:

- Carry out photocopying and printing, as required, supporting the whole school;
- Operating all equipment, i.e. photocopier, scanner, printer, laminator, binder, stapler, computer for word processing and desktop publishing any other equipment that may be provided (training provided);
- Produce a wide range of support materials for the school including, printing booklets, binding, laminating, advising staff on the most efficient and effective use of materials and equipment.



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This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.



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	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	E
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.	E
	Ability to effectively maintain records and systems	E
	Ability to use office equipment, such as photocopier, scanner, printer, laminator, binder, stapler	E
	Knowledge of SIMS	D
Skills, Qualities & Abilities	Ability to build and form good relationships with students, colleagues and external agencies	E
	Ability to use ICT effectively	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities including own	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D