

Job Description and Person Specification

Job Title : Administration Officer/Cover Co-ordinator

Grade: Range 5

Responsible to : Admin Team Manager

Role Purpose : The post holder will also be responsible for the administration of the cover diary where absences are known in advance, assigning cover staff as required. In addition, they will play a crucial role in the day-to-day life of the school by providing a wide range of administrative support to ensure the school continues to run efficiently and effectively.

Main Duties:

Cover Co-Ordinator

- Record staff absences and coordinate cover as required.
- Liaise with supply agencies as appropriate.
- Meet supply staff, ensure they have all relevant information for the day.
- Coordinate classroom bookings.
- Liaise with the Senior HR Advisor to ensure the Single Central Record for agency staff is up to date.
- Authorise cover timesheets.

Administration

- General office duties, including but not limited to; answering telephone/email enquiries including taking messages, typing of documents, photocopying
- To assist with cover on reception and provide a professional service to visitors/parents, staff and student
- To support the Admin Team Manager to ensure the smooth running of the school office
- To assist with maintaining data on the School Information Management System.
- Responsible for the ordering of office stationery for the school
- Maintaining the free school meals register
- To undertake the administration of peripatetic lessons in co-operation with the Head of Music and Finance Department
- To maintain pupil records and filing
- Quality assure and proof-read all correspondence produced from all staff. Ensure that a corporate style and font is maintained
- Quality assure daily bulletin
- Ensure all student records are secure and that confidentiality is a priority at all times
- Administration of students leaving the school
- Collating information for the school newsletter
- Admin support for other departments across the school
- Assist the reprographics department as and when required
- Administering paperwork around student leave of absence including holiday letters and penalty notices.

Person Specification

	CRITERIA	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths – Grade C/4 or above • Administration qualifications – NVQ, Pitman etc 	✓	✓

	<ul style="list-style-type: none"> • A Levels/degree 		✓
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience within an educational setting 		✓
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent attention to detail • Ability to use own initiative and work proactively • Ability to achieve deadlines and prioritise a busy schedule • Excellent time management and organisational skills • Commitment to working in a team 	✓ ✓ ✓ ✓ ✓ ✓	
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent word processing skills using Word, Excel, Microsoft Office • Understanding of Keeping Children Safe in Education Part 1 (KCSIE) • Competent use of BROMCOM. 	✓ ✓	✓

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Signed :

Date :