JOB DESCRIPTION - COVER AND TIMETABLE OFFICER

Job details
Grade: Kent Range 5-7
Reporting to: Assistant headteacher

MAIN PURPOSE:

To be responsible for the management of the schools cover on a daily basis and ensure high quality provision for students in the event of staff absence.

DUTIES AND RESPONSBILITIES:

1. To act as the main contact point for day-to-day staff absence notifications – advise manager and maintain records as appropriate. This will involve updating SLT daily on sickness absence data.

2. Develop and maintain relationships with supply agencies, buying in cover if required.

3. Lead on ensuring efficient cover procedures and processes are in place. Identify and co-ordinate internal and external cover and supply arrangements including using appropriate software to allocate daily cover schedules.

4. Liaise with the HR Manager to address identified reoccurring staffing issues

5. Re-room venues /classrooms that are booked / not available and communicate to staff within the cover list.

6. To produce statistical information for the Headteachers report and to work with line manager to identify trends as they become apparent.

7. To develop and maintain a bank of relevant and meaningful teaching resources for the cover team, that is in line with each faculty's schemes of work

8. To organise and maintain the portal, recording and ensuring the IT portal is up to date for all cover requests and authorised by line managers.

9. To support the Assistant Headteacher with timetabling administration, involving but not limited, timetable changes, printing tables and any other timetable support.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 2/3 (D) Business and Administration level 2 or above (D) GCSE in Maths, English, Science (grad 4/C or above) (E)
EXPERIENCE	Proven administration experience (D) Experience of using Cover Modules in Bromcom or other MIS (D) Experience of using Evolve (D)
SKILLS AND ABILITIES	Ability to work in an organised and methodical manner and maintain accurate records (D) Ability to convey information clearly and accurately orally and in writing to a range of people (D) Ability to take personal responsibility for organising day to day workload (D) Ability to work effectively and supportively as a member of the school team (D) Able to use own initiative to solve problems and respond proactively to unexpected situations (D) Able to deal calmly, tactfully and effectively a range of people (D) Ability to show sensitivity and objectivity in dealing with confidential issues (D)
KNOWLEDGE	Demonstrate a basic understanding of the work of a school (D) Demonstrate a good understanding of the application of school's admissions policies (D) Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims (E) Demonstrate an understanding of confidentiality and child protection issues in a school setting (D)