



# FULSTON MANOR ACADEMIES TRUST

<b>POST:</b>	<b>COVER ADMINISTRATOR &amp; LEAD FIRST AIDER</b>
<b>REPORTS TO:</b>	<b>ASSISTANT HEADTEACHER – ASSESSMENT/ EXAMS</b>
<b>RESPONSIBLE TO:</b>	<b>ASSISTANT HEADTEACHER – ASSESSMENT/ EXAMS &amp; PASTORAL DEPUTY HEAD (FIRST AID)</b>
<b>HOURS &amp; SALARY:</b>	<b>37 HOURS PER WEEK: MONDAY TO THURSDAY 7.30AM – 4.00PM FRIDAY 7.30AM – 3.30PM - TERM TIME + TRAINING DAYS (5 DAYS) FMAT BAND C4</b>

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## DETAILS OF THE POST:

### COVER

- Organise the daily cover for all absent teaching staff, whether through illness or planned absence
- Check and enter arranged cover daily, when approved update the calendar
- Check and enter lesson observations, when approved update the calendar
- Deploy the Learning Managers and teaching staff for cover daily
- Liaise with PDC Coordinator to arrange cover of fortnightly PDC
- Email Leadership Group, Heads of House each morning informing of staff absences by 08.05hrs
- Display cover on the cover board in staff room / reception area for staff on duty
- Email teaching staff to confirm that they are down to cover a lesson
- Ensure that all cover work is emailed or passed to the teaching staff / Learning Managers /supply staff who are covering lessons before morning registration
- Email Leadership Group who will be pottering with the lessons covered by Learning Managers and supply staff
- Create and update daily the Teaching Staff – PPA covers / Additional Covers spreadsheet.
- Create spreadsheet to work out PPA/meeting slots for all teaching staff. Reprint all staff's timetables and distribute.
- Create and update daily the teacher absence spreadsheet / request staff to complete green absence forms for sickness/time off. Send reminders to staff to complete the green absence forms.
- To arrange room changes for classes / meetings. To arrange tutor notices with the changes, arrange door notices informing of room changes.
- In the event of a fire alarm – it is the responsibility of the Assessment/Cover Administrator to check that all Learning Managers and any outside agency staff are present at roll call.
- Liaise with supply agencies / arrange booking of supply staff for daily or short-term cover requirements.

- Meet and organise outside supply staff. Ensure Proof of ID and DBS is copied, IT authorisation paper work is completed and a next of kin form and paper work is passed to relevant departments. Give brief introduction to the school including fire procedures. Provide a supply laptop with access to SIMs registers and emails containing the cover work for the lessons
- Copy DBS paper work and ID for HR team. Set the supply staff up with supply laptop and information about the lessons they will be doing. Ensure if Fire Alarm goes off that all supply staff are accounted for.

## **FIRST AID**

- Be Lead First Aider for the school, dealing appropriately with all emergency and non-emergency matters
- Take charge of the First Aid Room including administering medication to students.
- Oversee student care plans and work with students and their families to meet health needs, ensure that other staff are aware of these needs
- Maintain first aid equipment across the site and in the first aid room, including first aid boxes and order medical supplies for the school.
- Organise and oversee all injection schedules and arrangements liaising with the inoculation teams.
- Maintain accurate records and liaise with parents regarding medical needs.
- Maintain COVID ATS test site information and resources.

## **OTHER**

- Any other duties as directed by the Assistant Headteacher/Pastoral Deputy Headteacher which are reasonably required for the fulfilment of the role.