****Cover Manager/Administrator

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| Salary/grade range | NJC APT&C Grade 6 NPS11-19 Cover Manager 60%  £24,054 - £27,852 FTE  NJC APT&C Grade 4, Points 4-6 Administrator 40%  £21,189 - £21,968 FTE  Full time (37 hours per week) – Term Time Only, plus 2 weeks |
| Location | Morecambe Bay Academy |
| Closing date | Friday 17th February 2023 |
| Reports To | Director of Finance |

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| **Purpose of role:**  **Cover Manager**  As the Cover Manger you will be responsible for planning, co-ordinating and allocating daily cover arrangements for planned and unplanned staff absence. You will be responsible for liaising with supply agencies, deploying cover supervisors and external supply teachers (including meeting any daily induction needs), and administering room changes and cover necessary as a result of exams or other school events.  **Administrator:**  To provide full administrative support to the administration team and teaching staff as required |
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| **Responsibility: Cover Manager**   * Liaise with the senior leadership team to keep an accurate diary of future cover requirements following leave of absence requests or planned school events * Maintain the school’s management information system, updating staff absences, coordinating and administering room changes, and liaising with staff as required * Facilitate the smooth delivery of the curriculum in periods of absence by ensuring all classes are covered including those which require urgent and immediate cover * Ensure that all classes are covered daily through use of internal cover supervisors, internal staff (considering the need to comply with the “rarely cover” expectations), and through liaison with external supply agencies and teachers * Produce the daily cover sheet and inform staff of their cover when necessary * Ensure that cover is provided as efficiently as possible and that cover supervisors are deployed before teaching staff or external supply agencies are approached * Support the Exams Officer in providing for cover needed during the exam season * Ensure accurate recording of cover arrangements and reporting to senior leaders that will support the overall attendance management process * To provide all the necessary timetable and lesson information for supply and cover teachers to undertake their duties effectively * Manage your own time efficiently and effectively to ensure that you and the cover supervision team is fully deployed throughout the week/year Administration   **Responsibility: Administrator**   * To assist with the smooth-running of the office * Answer and direct all incoming phone calls * Maintain the general email accounts, responding to queries / directing enquiries as required * To update and manage the SIMS administration network * To manage “front of house” area – greet all visitors and make them feel welcome. * To ensure school security arrangements are always complied with, including the issue of visitor’s badges. * To project a professional image of the school at all times * Process and distribute incoming post and frank outgoing post * Carry out general admin duties e.g. typing letters, filing and photocopying as required * Assist in the upkeep of contact records, including student, staff. * Create mailing labels as required * Maintaining a clean, tidy and orderly admin office * To administer first aid and medicine to pupils as required, in keeping with the school’s policy   It is the Trust’s intention that this job description is seen as a guide to the major areas and duties for which the Cover Manger/Administrator is accountable. However, this may change and the post holder’s obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.  **Safeguarding:**  The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. |
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**Person Specification**

**Personal attributes required (based on job description)**

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|  | **Essential** | **Desirables** |
| **Qualifications** | * GCSE Grade A-C (Maths and English) |  |
| **Relevant Experience** | * Experience with data and record management systems | * Evidence of successful team working * Administration in an education setting |
| **Knowledge** | * Excellent working knowledge including MS Office (Word, Excel, Outlook) * Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines | * Knowledge of education, schools, academies * Knowledge of school based software * Knowledge of safer recruitment in education and working together to safeguard children |
| **Skills** | * Excellent interpersonal, oral and written communication skills * Ability to work independently and as part of a small office team | * Advanced Excel and Word processing skills * Experience of school systems including Sims |
| **Personal Qualities** | * Able to work on own initiative and take responsibility for individual pieces of work * Able to work effectively and sensitively with a wide range of people * Keen attention to detail and accuracy * Highly confidential * Committed & hard working * Flexible and responsive to change * Commitment to Equality & Diversity * Highly self-motivated and proactive * Ability to work well within a team and follow instructions * Highly organized with an energy, drive and flexibility to ensure a job is done well |  |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.