



## **Cover and Pastoral Administrator (GR3A)**

### **JOB DESCRIPTION**

***Queensbridge School***

*Queensbridge Road, Moseley, Birmingham B13 8QB*

#### **WORKING HOURS**

37.5 hours per week (TTO)

Monday - Friday 7.30am-3.30pm

*Hours include a 30 minute unpaid break*

#### **PURPOSE**

1. To be responsible for the administration and organisation of cover for absent staff and ensure that all classes, forms and duties are taken by appropriately qualified staff.
2. To provide a confidential and personal service to support the HR Team in all matters relating to HR and cover
3. To provide support to the PA to the Headteacher with Whole School Administration and Communication

#### **DUTIES AND RESPONSIBILITIES**

##### **Cover**

1. To receive calls and emails from staff regarding their absence.
2. To organise, manage and support the school cover diary regarding emergency absences, short-term and long-term absences, planned trips, courses, training etc.
3. To be responsible for all staff cover arrangements, utilising the school's internal staff (in line with cover guidelines).
4. Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around

the school to ensure that all messages are received by relevant members of staff.

5. To inform (teaching) staff of their cover responsibilities and any room changes each day.
6. Co-ordinate all planned leave of absence requests for staff.
7. Liaise with supply agencies and book staff as required to ensure adequate cover needs are met including long-term absences. This includes negotiating daily and hourly rates with supply agencies in order to achieve the best value for the school.
8. To organise and induct external supply teachers when required, including informing them of their responsibilities and checking their ID and DBS, booking sheets etc.
9. Ensure external supply staff comply with our safeguarding policies and safer recruitment policies
10. To be the main point of contact for all supply staff and ensure timesheets are checked and signed daily and electronically authorised at the end of each week and complete an order form for the finance team for each booking.
11. To manage and administer the cover e-mail account for the delivery of cover work and advice from absent staff.
12. Manage the duty rota including managing the SLT duty cover rota.
13. To maintain and provide analysis of cover and produce statistics and data for HR and the Headteacher with regards to absences, patterns and trends, impact of cover on classes and analysis of agency costs.
14. To arrange re-rooming of lessons as necessary and allocate free rooms for staff where appropriate.
15. To maintain accurate staff records relating to absence on management information systems.

## **HR Administration**

1. To assist the HR team in providing a comprehensive HR administration service.
2. To support the HR team in administering the process for new employees including conducting pre-employment checks (such as DBS applications, Right to Work checks, Pre-employment health questionnaires, personnel file creation), preparing contracts of employment and requesting references.
3. To support the HR team with absence monitoring and raising any concerns to the HR team.
4. To provide clerical support around induction to the HR team including supporting with the creation of induction timetables.
5. To support the HR team in administering the probation process including letting line managers know when review meetings need to take place and issuing key letters to staff regarding their probation period.
6. Support the HR Team with the recruitment process by logging and collating applications forms, preparing recruitment files for shortlisting panels, supporting the HR team with the general organisation of recruitment and provide on the day support with interviews.
7. Prepare the return-to-work paperwork post absence for all staff
8. To support the HR Team in maintaining the School's Single Central Record.

9. To provide cover for the clerk to governors by maintaining the Policy Schedule and actioning and reminding key staff of when policies are due.
10. To be a Safer Recruitment trained member of staff.
11. Preparation of key documents and letters for meetings or events.
12. To provide reports and data as required.

### **Whole School Administration**

1. Produce Headteacher commendations through the guidance and support of the PA to the Headteacher.
2. Produce whole school letters through the direction of the PA to the Headteacher including:
  - Action communication in relation to progress evenings
  - End of term letters
  - Any other whole school communication including letters, emails and text messages
  - Year 6 Transition communication
3. To provide administrative and clerical support to the Assistant Headteacher for open evening and transition evening, to include parental communication, creation of booking/ticket system for school events such as transition evening, open evening etc.
4. To support the Assistant Headteacher with the logistics and administration for open evening and transition evening.
5. Proactively work with the whole school calendar to track and monitor key whole school events and provide effective parent communication including the updating of the website.
6. To co-ordinate the administration and arrangements for school photographs for both students and staff.
7. Maintain specified areas of the school website including the alert panel, the letters and policies section and key staff.

### **General**

1. To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.
2. The postholder will be subject to appraisal objectives which will be agreed and reviewed annually.

### **Safeguarding**

1. The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Responsible to:**                      **HR Officer**

## Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) – without which candidate would be rejected

Desirable (D) – useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes of the person specification are measured in a variety of methods - How measured – A = *Application form*, I = *Interview*, R = *Reference*, Q = *Proof of Qualification or evidence of relevant recent experience*.

<b>Attributes</b>	<b>Essential</b>	<b>How measured</b>	<b>Desirable</b>	<b>How measured</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> </ul>	Q		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable secretarial and administrative experience</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	A, I
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Has a competent command of written and spoken English</li> <li>Effective administration and organisational skills</li> <li>Demonstrable experience in the use of IT, i.e. Word, Excel, Office 365 and other computer skills</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I, Q</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>Demonstrable experience in School Management Systems</li> </ul>	A, I

	<ul style="list-style-type: none"> <li>• Can remain calm and controlled under pressure</li> <li>• Ability to work without supervision and use own initiative</li> <li>• Able to develop constructive working relationships with staff, whilst maintaining a high level of professionalism at all times</li> <li>• Able to effectively deal with and give accurate information to visitors, colleagues, parents, pupils, etc.</li> <li>• Able to organise workload to meet deadlines</li> <li>• Good time-keeping and communication skills</li> <li>• Reliable</li> <li>• Can work in flexible ways needed for the role</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>		
<p><b>Knowledge and understanding</b></p>	<ul style="list-style-type: none"> <li>• Experience of running effective administrative and clerical systems</li> </ul>	<p>A, I</p>	<ul style="list-style-type: none"> <li>• Demonstrable experience and knowledge of Single Central Record</li> <li>• Knowledge of HR</li> <li>• Knowledge and understanding of Safer Recruitment</li> <li>• Knowledge and understanding of safeguarding</li> </ul>	<p>A, I</p>

			<ul style="list-style-type: none"> <li>• Knowledge of SIMS software</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>• Has high expectations of self and others</li> <li>• Energy and enthusiasm</li> <li>• Integrity and loyalty</li> <li>• A good sense of humour</li> <li>• Resilience, determination and passion to succeed</li> <li>• Strong sense of the importance of team work</li> </ul>	<p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p>		
<b>Equal opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to equal opportunities issues as they relate to education and schools</li> </ul>	A, I, R		

We will consider any reasonable adjustment under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.