|  |  |
| --- | --- |
|  | **Cover Administrator (including reprographics)** |
| Core Purpose |
| The cover Administrator (including reprographics) will be responsible for:* Managing and organising cover for absent staff both teaching and non-teaching.
* Organising and providing induction and support for supply staff both teaching and non-teaching.
* Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
* Assisting with timetabling changes due to cover/staffing.
* Contributing to the overall ethos, work and aims of the school.
* Completing reprographics work, as allocated in the day
 |
| Specific tasks |
| Operational * They shall manage the staff cover system to ensure continuity in teaching and learning.
* They shall keep records on covers completed by individual staff to ensure that regulations are adhered to.
* They shall liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
* They shall organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.
* They shall provide staff with cover details at the start of the day and when emergencies occur.
* They shall act as the main point of contact for any problems that may occur in relation to cover.
* They shall organise and provide cover work and materials including registers and resources.
* They shall provide a daily cover sheet, updated as required, to relevant areas and members of staff.
* They shall monitor the effectiveness of supply staff as per school policies and procedures, informing her/his line manager of any concerns.
* Updating absences/lateness via the daily absence tracker and bromcom.
* They shall advise her/his line manager, the senior leadership team and the governing body on matters relating to cover arrangements.
* They shall establish and maintain good relationships with all staff, students, visitors, suppliers and agencies.
* They shall ensure all LOA’s are processed daily, arrangement of cover, informing employee, daily tracker and uploaded to bromcom correctly and efficiently.
* They shall update and monitor the supply tracker for agency/supply staff daily.
* They shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
* They shall process, input and extract information and statistics from school’s database system/s as required and prepare reports for her/his line manager, the headteacher and the governing body
* They shall deal with correspondence promptly and as required.
* They shall manage, monitor and review relevant budgets ensuring best value principals are followed where possible.
* • They shall ensure that financial procedures and activities are carried out in accordance with school policies and procedures, for example, authorising payment of supply staff invoices.
* • They shall attend school events as required including relevant meetings and training sessions.
* They shall keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
* They should be responsible for ensuring the maintenance of all photocopiers across the academy (including adding paper and checking toners)
* They should be responsible for the academy reprographics during designated and agreed times.
* They will complete any reasonable tasks assigned by the senior leadership or Principal.
 |
| **Line Manager:**  |  Principal  |