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|  | | **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 | |