

Ashton Park School  
Cover Administrative Assistant Job Description



<b>Hours</b>	37 hours per week (Monday to Thursday 06:30-14:30, Friday 06:30-14:00)
<b>Grade / Salary</b>	NJC 8 – 10
<b>Contract Type</b>	Permanent, term time only plus 2 INSET days
<b>Line Manager</b>	Office Manager
	<p><b>Purpose of the role</b></p> <p>The administrative assistant is responsible for providing effective and high-quality administrative support within the school. They will provide day to day deployment and support of Cover Supervisors and supply teachers and administer first aid to staff, pupils and visitors to the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.</p> <p><b>Key Duties (Responsibilities &amp; Accountabilities)</b></p> <ol style="list-style-type: none"> <li><u>Cover Administration</u> <ul style="list-style-type: none"> <li>Administer and manage the SIMS Cover software to organise daily cover for absent teaching staff and support staff. Ensure the daily cover list is finalised and published by 8:00 AM each morning.</li> <li>Work closely with the Senior Leadership Team to ensure that cover arrangements align with the school's budgetary constraints. Monitor and manage cover costs to stay within the annual budget, optimising the use of internal resources such as Cover Supervisors.</li> <li>Allocate duties to internal Cover Supervisors and supply staff, ensuring that lessons are adequately covered in a cost-effective and pedagogically sound manner, taking into account curriculum demands and staff expertise.</li> <li>Adapt cover plans throughout the day in response to unexpected absences or emergencies, ensuring minimal disruption to the learning environment.</li> <li>Liaise with external supply agencies to hire cover staff when necessary. Ensure all regulatory requirements, such as safeguarding, health and safety, and pay arrangements, are fully complied with. Coordinate with HR and safeguarding teams to ensure supply staff are properly vetted and recorded in the Single Central Record.</li> <li>Welcome and orientate supply teachers to the school, providing them with the necessary lesson plans, resources, and key school policies. Ensure they are well-informed and supported throughout their assignment.</li> <li>Maintain regular contact with internal teachers and staff who provide cover, ensuring that they are utilised effectively and appropriately within the school's staffing structure.</li> <li>Organise and administer room changes where necessary, ensuring that any adjustments are clearly communicated to staff and students, minimising disruption to lessons.</li> </ul> </li> </ol>

- Ensure that all necessary lesson plans and resources are available and distributed to cover staff, coordinating with teaching staff to facilitate seamless continuity in the learning process.
- Administer staff requests for cover, ensuring they are approved by the relevant SLT member before entering them into the SIMS system.
- Submit relevant cover information to the finance team for invoice processing, ensuring accurate and timely submission of all financial data related to supply staff and cover costs.

## 2. General Administration

- Update manual and computerised records/information systems
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Submit communications to priority contacts through the school's communication system, ensuring timely and accurate dissemination. Investigate and address any problems related to the receipt of communications, providing efficient solutions to enhance the effectiveness of the communication process.

## 3. First Aid & Fire Warden

- Triage students, staff, and visitors presenting as unwell or injured, and administering appropriate first aid. Contact parents/carers when necessary or coordinate with medical professionals, such as referring to a GP or hospital.
- Update the School's First Aid software, with detailed information on all first aid incidents. Proficiently manipulate data to generate reports upon request.
- Ensure an ample supply of medical supplies in the First Aid room, crash bag, and first aid boxes. Maintain organised and tidy storage.
- Keep the First Aid room clean, orderly, and safe, creating a conducive environment for providing medical assistance.
- Meet with individuals who have mobility issues to assess the need for a Personal Emergency Evacuation Plan (PEEP) and/or lift pass. Record and document these plans accordingly.
- Attend statutory training sessions to stay updated on relevant practices and procedures in first aid and emergency response and fire safety.
- Assume the role of a Fire Warden in the event of a fire alarm sounding, ensuring a prompt and organised response to maintain safety protocols.

4. Reception

- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need.
- Implement biometric fingerprinting for pupils, ensuring compliance by verifying permission status before proceeding.
- Handle lost property inquiries and items turned in, providing assistance and resolution for lost property-related queries.
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

5. Other Responsibilities

- Safeguard and promote the welfare of children and young people and protect them from harm.
- Read and follow relevant school policies including the staff code of conduct.
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
- The Cover Administrative Assistant will have access to sensitive staff and student information in the course of their duties. It is essential that all information, including personal details, staff absences, and cover arrangements, is handled with the utmost discretion and confidentiality. The post holder must comply with all school policies, data protection legislation (GDPR), and safeguarding regulations to ensure that information is protected and shared only with authorised personnel.
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Dimensions**

Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.

**Safeguarding**

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Cover Administrative Assistant</b>
<b>Location:</b>	<b>Ashton Park School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• First aid training, or a willingness to complete it</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working and collaborating within a team</li> <li>• Experience handling sensitive information in a professional manner, ensuring that staff and student data is protected in accordance with the school's policies, GDPR, and safeguarding regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• A strong commitment to maintaining confidentiality at all times</li> <li>• The ability to handle confidential matters with discretion is essential for this role.</li> </ul>	

	<ul style="list-style-type: none"><li>• Commitment to safeguarding and equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li></ul>	
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**Annual Appraisal**

All staff must complete an annual appraisal as part of their performance management at the Excalibur Academies Trust

**Probation period**

All new members of staff will complete a probation period as per their induction process.

**Pension**

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

**Scale point**

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band,

