



Cover and Staff Absence Administrator

Job Description: Cover and Staff Absence Administrator Term Time Only plus two INSET days

Line Manager:	Head of Employee Relations
Main Purpose of Role:	<p>To ensure efficient and effective cover for teaching staff on a daily basis whether it be due to sickness absence or planned absence.</p> <p>To record and report on staff absence (sickness, absence in accordance with the Leave of Absence Policy, annual leave for all year round support staff, and absence in relation to CPD).</p> <p>To provide administrative support to the Human Resources department in relation to HR processes.</p>
Main Responsibilities:	
<ol style="list-style-type: none"> To administer all requests for teaching staff absence (sickness and planned). This includes but is not limited to ensuring the school has sufficient cover for absent teaching staff; allocating the team of Cover Supervisors appropriately; liaising with teaching supply agencies if additional supply cover is required, recording cover in our Management Information Systems (MIS) and liaising with the relevant SLT member if there are issues or emergencies. To accurately record sickness absence in our MIS and to generate monthly sickness absence reports. To record other absence including but not limited to absence in relation to the Leave of Absence Policy, annual leave for all year-round support staff and planned absence for CPD. Ensuring accuracy of the information in the MIS. To support the HR department with any HR related tasks. To read, filter and forward on to relevant staff the office@furzeplatt.com emails during term time. To support the Receptionist by answering overflow calls coming through via the Reception number. 	
OTHER	
<ol style="list-style-type: none"> To support with the post process if the Receptionist is busy. To cover Reception if required. 	
<p>This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.</p> <p>I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.</p>	
Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.