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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Cover Co-ordinator & HR Administration Assistant

Line Manager: Principal’s PA

**Purpose of the Role**

To provide an effective and efficient administration of staff absence and other general administration to ensure the smooth running of the school.

**Main Areas of Responsibility and Guidance**

**Administration of Staff Absence:**

* Responsible for the administration and co-ordination of the cover programme so as to ensure the smooth running of the school by organising staff to cover absentee teachers’ lessons.
* Complete the cover sheet by 08.10 each morning.
* Display and publish the cover arrangements by 8.15am.
* Utilise the availability of staff in school primarily.
* Maintain accurate records of staff absence and any staff cover.
* Ensure all impending staff absences are recorded and planned for.
* Maintain contact with supply agencies and employ supply teachers as necessary.
* Induct supply teachers and ensure they have the necessary paperwork including DBS checks.
* Maintain financial records of employed supply staff and check invoices prior to submitting for payment.
* Plan for the cover implications of any forthcoming school events.

**Absence Management:**

* Use SIMS (MIS) to record all staff absences.
* Communicate with absent staff as and when appropriate.
* Check medical certificates and forms are received in relation to staff sickness absence.
* Monitor patterns of absence for all staff to enable the automatic recognition of patterns of absence in accordance with the School’s Management of Sickness Absence Policy.
* To adhere to the sickness management policy and send appropriate letters to staff when trigger points are reached and refer to our Occupational Health provider as appropriate.
* To advise Senior staff on employee absence and long term sickness management and to ensure sickness absence review meetings are arranged as appropriate
* Act as note taker at sickness review meetings
* Provide reports to the Principal and the Senior Leadership Team each term outlining any trends and patterns of absence.
* To liaise closely with all our personnel provider, the Local Authority and other agencies as necessary.
* Any other duties required commensurate with this post.

**General Administration:**

* Operate efficient administrative and clerical support systems in accordance with approved criteria and resources to meet the needs of the establishment under the direction of the Office Manager
* Carry out basic first aid duties / fire warden responsibilities.
* Contribute to the school’s administrative processes
* Comply with data protection requirements in all working practices and maintain confidentiality as necessary
* Relieving the Receptionist, Reprographics Technician and other administration staff in their absence.
* Carrying out any request by the Principal’ PA as necessary to ensure the efficient running of the Admin Department.

**Personal Qualities:**

* Reliable and conscientious with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| Good standard of education. GCSE or equivalent | Working knowledge of relevant polices/codes of practice and awareness of relevant legislation |
| Effective use of ICT and other specialist equipment/resources | Experience or working in a school |
| Excellent and professional oral and written communication skills | Ability to relate well to children and adults |
| Accuracy and demonstrable attention to detail | Ability to work independently and constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Experience of development, management and operation of administrative systems | Ability to self-evaluate learning needs and actively seek learning opportunities |
| An understanding of the necessity to maintain confidentiality  | Experience of working with SIMs |
| Enthusiastic and self-motivated | Experience of data collection and presentation |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….