



## Job Description

<b>NAME OF POSTHOLDER:</b>	School Administrator: Cover and Absence Management
<b>JOB PURPOSE:</b>	To provide effective administrative support to the school including the daily allocation of cover personnel to classes in the planned/unplanned absence of teaching staff.
<b>RESPONSIBLE TO:</b>	The Headteacher via the Operations Manager.
<b>Objectives and principal responsibility areas:</b>	
<ul style="list-style-type: none"> <li>• Manage, source and allocate cover personnel to classes in the planned/unplanned absence of teaching staff.</li> <li>• Implement and maintain the absence management systems within school, covering all absences</li> <li>• Provide effective high end office administrative support to the school</li> </ul>	
<b>Key Tasks:</b>	
<ul style="list-style-type: none"> <li>• Within the guidelines of Rarely Cover, organise the daily allocation of cover personnel to classes in the planned/unplanned absence of teaching staff, before the start of the school day, arranging the re-rooming of lessons where required.</li> <li>• Liaise with supply agencies, booking supply teachers as required.</li> <li>• Overview of whole school calendar, working with EVC and Operations Manager to ensure staff availability for additional curricular activities, ensuring staff cover is in place</li> <li>• To maintain contact with staff who are absent (welfare calls).</li> <li>• Be the main point of contact for supply teachers in school.</li> <li>• Induct new supply teachers to the school.</li> <li>• Communicate the daily cover arrangements to staff, informing relevant staff of any changes as required.</li> <li>• To liaise with the Head teacher's PA regarding all staff absences including completing return to work meetings/paperwork as appropriate, and monitoring absence periods.</li> <li>• Pass on any concerns from and about supply teachers to the Head teacher's PA.</li> <li>• To attend and participate in relevant meetings as required including those relating to staff absence</li> <li>• To produce the monthly absence return for the Business manager.</li> <li>• Re-rooming of classes – both planned and unplanned.</li> <li>• Undertake other administrative duties as directed and as required to ensure the smooth running of the school.</li> <li>• Administration required for Year 6 to Year 7 transition.</li> <li>• To assist senior admin staff in the organisation and administration of school activities and events</li> <li>• Support reception duties as required.</li> </ul>	
<b>Developing the School Ethos:</b>	

The Governors of Dowdales would expect the post holder to:

- Be involved in enrichment activities in line with the ethos of the school
- Play a full part in the life of the school community
- Support its distinctive mission and ethos and to encourage and ensure staff and students follow this example
- Contribute significantly, where appropriate, to implement the policies and practices of the school and to promote collective responsibility for their implementation

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.

**Signatures:**

Name of Post Holder (Please Print).....

Signed ..... Postholder      Dated .....

Signed ..... Headteacher      Dated .....

