



## ST MARY'S COLLEGE

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>JOB TITLE:</b> Staff Absence Cover Coordinator	<b>GRADE 5</b>
<b>POST HOLDER:</b> Vacant	<b>DATE PREPARED:</b> June 2019 <b>(amended and revaluated January 2022)</b>
<b>REPORTING TO:</b> Vice Principal (DEC)	

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

**PURPOSE:** Under the direction of the Vice Principal (DEC) ensure that all cover requirements for the college are met and that additional pastoral administration is carried out to a high standard.

#### PRINCIPAL ACCOUNTABILITIES:

*Please note decision making must be included within the Principal Accountabilities*

1.	<b>To promote and safeguard the welfare of children and young people.</b>
2.	Coordinating and organising the daily cover of lessons for teacher absence using SIMS, as well as long term supply.
3.	Act as a main point of contact with external supply agencies in case of any problems which may occur in relation to cover.
4.	Authorise agency invoices and complete on-line agency timesheets.
5.	To welcome supply staff, organising and providing induction and support for supply staff. Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
6.	Provide solutions to timetable reconstitution, re-rooming and staffing response to mostly annual events in the school calendar (e.g. sports events etc.). To publish known room changes and liaise electronically with members of staff affected by it.
8.	To liaise with the Vice Principal regarding the use and organisation of supply teachers.
9.	To monitor the systems for absence of staff (phone line and absence request forms) on a daily basis and the diary of events, planning cover in advance to ensure sufficient cover is enlisted.
10.	Provide staff with cover details at the start of the day.

11.	To make decisions regarding the most appropriate person to cover particular absences.
12.	Provision of a range of reports for school leaders including daily staff absence reports and student detention lists. Inputting exclusions for pupils in SIMS requested by the Head of School.
13	Liaise with the HR team to ensure an accurate record of staff absences exists (for reasons other than CPD).
14.	Provide to the Administration Team the completed Fire Evacuation List for staff and student attendance for the purpose of accounting for people during a fire drill.
15.	Responsible for emergency cover throughout the day including appropriate emergency room changes if required
16.	Be the first point of call for any urgent cover and to always respect confidentiality with regards to staff absence information and other personal data.
17	Maintain the school approved cover list on a daily basis including maintenance of the shared approved activity calendar.
18.	Any administrative duties commensurate to the grade of the post across the school site if required.
19.	Support the Exams Officer with the administration of examinations as directed by the Vice Principal.
20.	Support the DEC team as required and directed by the Vice Principal.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Mary's College, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's H&S policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.

**DIMENSIONS:**

All sections should be completed – if there aren't any state 'none'

**1. Responsibility for Staff:**

None

**2. Responsibility for Customers/Clients:**

Supply staff

**3. Responsibility for Budgets:**

N/A

**4. Responsibility for Physical Resources:**

N/A

**WORKING RELATIONSHIPS:**

All sections should be completed – if there aren't any state 'none'

**1. Within Service Area/Section:**

**Vice Principal to DEC**

Teaching Staff

Support Staff

Supply staff

DEC Team when required

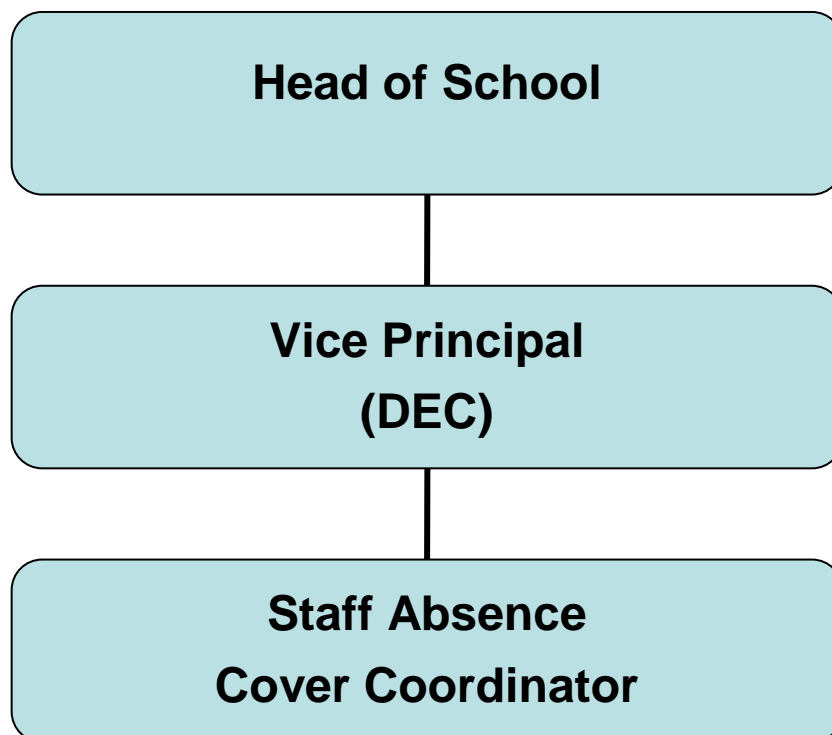
**2. With Any Other Areas**

As above

**3. With External Bodies to the School**

Supply Agencies

**ORGANISATION CHART:**



	<i>Tick relevant level for each category</i>					Supporting Information (if applicable)	
	Not applicable	Low	Moderate	High	Very High		Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	√						
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	√						
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		√					

<b>PERSON SPECIFICATION</b>		Tick relevant column		List code/s*
		Essential	Desirable	How identified
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</p>				
<b>1.</b>	<b>Qualifications:</b>			
	4 GCSE's or equivalent	√		AF/CQ
	NVQ or similar in administration/office management		√	AF/CQ
<b>2.</b>	<b>Relevant Experience:</b>			
	Working in a busy office environment, managing conflicting demands	√		AF/I/R
	Proven effective general administrative experience	√		AF/R
	Experience of working in an educational environment		√	AF/R
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with (in the service of) children and young people	√		AF/I/R
	Demonstrable excellent organisational skills, with the ability to prioritise duties	√		AF/I/R
	Excellent time management skills	√		AF/I/R
	The ability to recognise a problem and suggest relevant solutions	√		AF/I/R
	The ability to electronically record information properly for future use and reference	√		AF/I/R
	Ability to multi-task	√		AF/I/R
	Ability to work independently and within a team to undertake job requirements	√		AF/I/R
	Ability to use own initiative	√		AF/I/R
	Must be able to maintain confidentiality	√		AF/I/R
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		AF/R
	Knowledge of computerised school system - SIMS	√		AF/I/R
	Knowledge of IT systems (Microsoft Office Suite)	√		AF/I/R
	Knowledge of school systems / policies		√	AF/I/R
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Excellent interpersonal skills with the ability to establish professional, effective working relationships with a range of colleagues and external providers	√		AF/I/R
	Ability to communicate effectively with all staff and supply workers	√		AF/I/R
	Ability to use negotiating skills with external agencies	√		AF/I/R
	<b>Written Skills</b>			
Ability to produce concise written communications where required	√		AF/I/R	
<b>6.</b>	<b>Verbal</b>			
	Ability to communicate effectively and sensitively with both external and internal stakeholders.	√		AF/I/R