Administration/Cover Officer

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| Salary/Grade Range: | Grade G NJC 7-17 £19,554 - £23,836- (pro-rata for term-time) |
| Location: | Co-op Academy Swinton |
| Reports to: | Office Manager |
| Responsible for: |  |
| Contract: | Permanent  |
| Hours of duty: | 32 hours per week, Term-time + 5 Inset daysUnpaid lunch break of 35 mins each day during the school lunchtimeMonday - Thursday 7.30am - 2.30pm Friday 7.30am - 2.25pm  |

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| **Purpose of Role:**To provide effective and efficient administrative support. To work under the direction/instruction of the Office Manager to help organise, deliver and develop administration support. To provide an excellent customer focussed service. To organise the Academy’s cover on a daily basis, including managing and organising cover for absent staff both teaching and non-teaching, organising and providing inductions and support for supply staff, ensuring safeguarding requirements are adhered to. |

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| **Key Accountabilities (and specific duties/responsibilities):****Main Duties and Responsibilities/Accountabilities:**The Cover/Administration Officer will be required to undertake the tasks highlighted below:1. **Operational**
* To organise the staff cover system to ensure continuity in teaching and learning.
* To liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
* To organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absence and emergencies.
* Provide staff with cover details at the start of the day and when emergencies occur during the school day.
* Act as the main point of contact for any problems that may occur in relation to cover.
* Monitor the effectiveness of supply staff, informing the HR manager of any concerns.
1. **Personnel**
* Establish and maintain good relationships with all staff, students, visitors, suppliers and agencies.
* Assist the HR Manager with the maintenance of the Single Central Record.
* Ensure all relevant policies and procedures are adhered to.
1. **Administrative / Financial**
* Ensure all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
* Process, input and extract information and statistics from the school's database system/s as required and prepare reports for HR and the Headteacher
* Deal with all correspondence promptly
* To take telephone messages in a clear and professional manner and distribute accordingly
* To deal with visitors to school as required, providing assistance and presenting excellent customer care skills.
* To assist with school office administration matters as directed.
* Word processing a variety of documents e.g. letter, report etc.
* To operate the photocopier to produce and collate copies as required.
* Maintain and update pupil records both electronically and manually.
* Manage, monitor and review all relevant budgets ensuring best value principles are followed where possible.
* Ensure all financial procedures and activities are carried out in accordance with Academy policies and procedures, for example, authorising payment of supply staff invoices.
* Authorising Supply staff timesheets.
* Assist in the organisation of Exams.
* Exam Invigilation.

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| **General Tasks:*** Be aware of and comply with all Co-op Academies Trust policies and procedures.
* To model our Ways of Being Co-op: Do what matters most; show you care; Be yourself always; succeed together.
* Establish effective relationships and communicate with other staff to supportachievement and progress of students.
* Set a good example to students and other staff in presentation and personal conduct.
* Share expertise and skills with others; participate in training and other learning activities and appraisal as required.
* Be aware of, and support, difference and ensure equal opportunities for all.
* Safeguard and promote the welfare of all students.
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| **Health & Safety Responsibilities:**All employees have the responsibility:* To comply with safety rules and procedures laid down in their area of activity.
* To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
* To use protective clothing or equipment as may be provided.
* To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
* To co-operate with the Headteacher in the fulfilment of the objectives of the Academy’s Health and Safety policies

**This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.** |

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| **Personal Attributes Required (based on job description):** |
| Attributes | All attributes are essential, unless indicated below as ‘desirable’ | How measured, e.g. application form (A),interview (I) |
| Qualifications• Competent numeracy and literacy skills both spoken and written• GCSE Grade C or above in Maths & English or relevant experience  |  | (A) |
| Experience• Displays commitment to the protection and safeguarding of children and young people• Experience of working in a busy Cover Manager role within an academic environment. • Experience of making contact and dealing with  external agencies.* Experience of managing budgets

• A customer focussed service• Administration• Providing administrative in a school or a similar environment• Promotes the inclusion and acceptance of all students• Work constructively as part of a team• Be an excellent role model to all |  | 1. (I)
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| Skills, Ability, Knowledge* Able to maintain confidentiality
* Able to work accurately and with attention to detail
* Able to work in a fast paced and pressured environment
* Able to undertake short term planning; managing own workload, overseeing the work of others, ensuring deadlines are met
* Able to undertake medium term planning; forthcoming recruitment requirements
* Able to manage own workload, ensuring deadlines (including financial) are met
* Able to identify potential difficulties / issues, analyse them and make recommendations
* Able to negotiate and attempt to influence others, including external agencies

• Excellent use of ICT such as Word, Exc• Demonstrate practical knowledge and problem-solving strategies • Excellent communication skills both written and verbal • Good working knowledge of relevant policies,  procedures, codes of practice and awareness of relevant legislation (eg safeguarding)* **To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Trust’s policies.**

• Ability to be flexible and adaptable and have a can do attitude• Able to prioritise tasks effectively • Ability to work using own initiative and work with minimum supervision• An awareness and knowledge of the issues surrounding the safeguarding of children.• To be able to work constructively as part of a team, understanding responsibilities and your own position within these. |  | 1. (I)
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| Personal Qualities• Enjoy working with children• An interest in working in a school environment • The ability to build good relationships with children and adults• Patience and a sense of humour• Flexibility and creativity • Good organisational skills• Resilient |  | 1. (I)
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.