



Felpham Community College

Job Description

Cover, Data & Exams Administrator

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| Core purpose: | Keeping the cover system update with staff absences and room changes. Working as part of Data, Cover & Exams team with administration tasks using the College's Management Information System |
| Reporting to: | Data & Exams Manager |
| Hours | 37 hours per week term time only, plus 5 INSET days, plus 3 additional weeks in the Summer holidays. 7.00am – 3.00pm Mon – Fri with half an hour unpaid lunch break |
| Grade | Grade 6 |
| Grievance Officer | Headteacher |

Cover Administrator Responsibilities:

- To organise cover for teachers who are absent that day on the cover module on our MIS system
- To record all staff absences that have been approved by SLT.
- To deploy cover supervisors, (supply teachers where appropriate) & school staff as per the rarely cover policy
- To arrange room changes that are requested during the day.
- To assist in planning staffing for events held during the course of the school year.
- To use the cover system effectively.
- Go through the cover email box during the day
- Liaise with supply teacher agencies when appropriate
- Approve supply teachers timesheets where appropriate

Data & Exams Administrator Responsibilities:

Using the college's MIS system by:

- Assisting in keeping the students & their parents/carers records up to date
- Creating and maintaining assessments & reports
- Assisting the team with the exams module, creating seating plans, attendance registers, packing papers & general support
- Support Data & Exams Manager with Census

Other duties

- Working as part of the Cover, Data & Exams Team, providing a flexible resource by contributing to and assisting with any other tasks required under the direction and guidance of the Data and Exams Manager
- Support where required with the administration of CURA online package
- To support with the administration of exams during the summer period (to include August results).
- To take the fire registers of supply teachers and other staff in the event of a fire evacuation if there is absence within the team

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

Further Information

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| Probationary period | A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period. |
| Notice period | During the six months probationary period - one week, eight weeks thereafter. |
| Salary | Paid on 24 th of every month into a bank account, except in December when payment is made earlier. |
| Increments | All increments are subject to satisfactory performance. If starting between 1 st April and 30 th September the increment will be on 1 st April the following year. If starting between 1 st October and 31 st March the increment will be 6 calendar months after the date of commencement and then 1 st April until the top of the scale is reached. |
| Pension | Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The college contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary. |
| Other details | All offers of employment are subject to references that are satisfactory to the college, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The college will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, ie marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified. |

Person Specification – Cover and Admin Systems Manager

| Attributes | Essential | Desirable |
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| General | General good health Professional appearance, conduct and demeanour | |
| Attainment | Excellent organisation skills Proven management skills | First Aid qualification |
| Ability | Able to take initiative and to develop a flexible approach Possess common sense, have a practical and mature attitude | |
| Disposition | Experience of/enjoys working with young people Excellent communication skills and the ability to handle confidential issues sensitively Capacity to work as member of a team as well as to work independently Professional manner Enthusiastic Reliable and hard working Ability to motivate/negotiate Tact, diplomacy and sensitivity Calm manner | |
| Circumstances | Proven record of attendance and punctuality | Current DBS Enhanced Disclosure Experience of working in a (secondary) school environment |