

URSULINE HIGH SCHOOL
LEAD COVER ADMINISTRATOR
JOB DESCRIPTION

Post Title: Lead Cover Administrator

Grade: ME8, points 18 – 20, currently £27,978 - £28,992

Responsible to: Senior Leader, responsible for managing staff absence

Date: January 2021

General Purpose

To manage the scheduling of cover for absent staff

Specific Duties

1. To create a cover rota and amend for absent staff in liaison with Senior Leader responsible for the timetable
2. To schedule cover for absent staff on a daily basis
3. To write up the cover work for absent staff and distribute to appropriate trays
4. To display the cover rota
5. To receive emails/telephone calls from absent staff
6. To maintain paper records of known absences of staff and enter on Progresso
7. To make room changes on a daily basis and where appropriate for classes in advance and publish in the briefing sheet
8. To liaise with a member of SLT when there are large numbers of staff absent
9. To refer all staff to the Headteacher for permission for absence except when it is a known illness before school
10. To prepare a termly report on staff absence for the Personnel Officer
11. To amend the cover rota when needed

12. To liaise with supply agency re cover supervisors
13. To induct supply supervisors on day of work
14. To communicate daily absences to Headteacher, Senior Leader and Human Resources Advisor

Covering Classes

- To cover classes of absent teachers
- Manage student behaviour in class by implementing school Behaviour Policy
- To maintain a safe, calm and focussed learning environment
- To support students with the cover work set by teachers
- To be aware of and support the learning needs of all students in particular SEND students
- Maintain the Seating Plan
- Feedback to teacher on quality of work set, work covered and any issues

General Duties

- To implement school procedures
- To work within the ethos of the school
- To attend relevant in service training
- You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in the job description