



**HALL GREEN SCHOOL**  
**JOB DESCRIPTION**  
**POST: COVER CO-ORDINATOR**

Post Title:	Cover Co-ordinator
Purpose:	To be responsible for the administration and organisation of cover for absent teachers so as to ensure all classes are taken by appropriately qualified staff.
Reporting to:	PA to the Headteacher
<b>Core tasks and responsibilities</b>	
<ul style="list-style-type: none"> <li>To be responsible for all staff cover arrangements, utilising the school's internal staff (in line with cover guidelines)</li> <li>Liaise with supply agencies and book staff as required to ensure adequate cover needs are met including long-term absences</li> <li>Ensure agency staff comply with our safeguarding policies and safer recruitment policies</li> <li>Liaise with SLT regarding long-term absence and planned trips/course/medical appointments etc.</li> <li>Create the daily rota for cover within the school</li> <li>Meet and greet Cover Supervisors/Daily Supply Teachers and provide a brief induction to the school including daily timetable, school behavioural systems, login details etc.</li> <li>Collect, collate and distribute all cover lesson work as required</li> <li>To act as the main point of contact for any problems that may occur in relation to cover</li> <li>Monitor the supply budget and liaise with the SLT in terms of expenditure and ensuring efficiency</li> <li>Check invoices from agencies and timesheets for agency staff</li> <li>To arrange re-rooming of lessons as necessary and find free rooms for staff where appropriate</li> <li>To remain aware of all staff absences, to keep a log of absences, including the reason of absence and anticipated date of return to school</li> <li>To update Senior Leaders on matters relating to absence and cover</li> <li>Support the Headteacher in arranging informal and formal absence management meetings</li> <li>To attend return to work/absence management meetings and take minutes as and when required</li> <li>Liaise with payroll providers in preparing half/nil pay letters</li> <li>Support the PA to the Headteacher in maintaining the School's Single Central Record</li> <li>To undertake filing, reprographic duties and associated tasks</li> <li>To maintain manual and computerised records/management information systems (i.e. SIMS and absence log sheets)</li> </ul> <p>Any other duties as commensurate within the grade in order to ensure the smooth running of the school.</p>	
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> <li>To work consistently to uphold the school's mission statement</li> <li>To follow all school policies</li> <li>To work in a cooperative and polite manner with staff and all other Stakeholders</li> <li>To work with students in a courteous, positive, caring and responsible manner at all times</li> <li>To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised</li> <li>To take an active part in the school's commitment to the development of staff and the appraisal procedure</li> <li>To work with visitors to school in a way that upholds the school's reputation</li> <li>To seek to improve the quality of the service the school provides</li> <li>To present oneself in a professional way that is consistent with the values and expectations of the school</li> <li>To carry out, in good grace, any other duty deemed reasonable by the</li> </ul>

	<p>Headteacher</p> <ul style="list-style-type: none"> <li>• To remain confidential at all times.</li> <li>• To provide support across all administrative functions across the Academy as and when necessary.</li> <li>• The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• To carry out, in good grace, any other duty deemed reasonable by the Headteacher.</li> </ul>
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	