

**COVER CO-ORDINATOR  
FULL-TIME, TERM TIME ONLY  
REQUIRED AS SOON AS POSSIBLE**

**HALL GREEN SCHOOL (AN ACADEMY)  
SOUTHAM ROAD  
HALL GREEN  
BIRMINGHAM  
B28 0AA**

**Posted:** Wednesday 24 April 2024  
**Dates:** Apply by 09.00 am, Wednesday 8 May 2024  
**Salary:** Grade 3, Point 9-15 £25,119.00 - £27,803.00 (actual £22,059.00 - £24,981.00)  
**Location:** Birmingham  
**Contract Type:** Full time, Term-time  
**Contract Term:** Permanent  
**Organisation type:** Mainstream with Resource Base  
**Phase:** Secondary  
**Funding status:** State Converter Academy since February 2012  
**Gender:** Mixed

We are seeking to appoint a highly motivated and enthusiastic individual to join our support staff team (as soon as possible). We are looking for a Cover Co-ordinator who will:

- Be responsible for all staff cover arrangements, utilising the school's internal staff (in line with cover guidelines)
- Liaise with supply agencies and book staff as required to ensure adequate cover needs are met including long-term absences
- Ensure agency staff comply with our safeguarding policies and safer recruitment policies
- Liaise with the senior leadership team regarding long-term absence and planned trips/course/medical appointments etc.
- Create the daily rota for cover within the school
- 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.
- Act as the main point of contact for any problems that may occur in relation to cover
- Arrange re-rooming of lessons as necessary and find free rooms for staff where appropriate
- Remain aware of all staff absences, to keep a log of absences, including the reason of absence and anticipated date of return to school
- Support the Headteacher in arranging informal and formal absence management meetings
- Attend return to work/absence management meetings and take minutes as and when required
- Liaise with payroll providers in preparing half/nil pay letters
- Support the PA to the Headteacher in maintaining the School's Single Central Record

The successful candidate must have excellent organisational and communication skills with the ability to work using their own initiative.

This position is full-time, term-time only, working 36.5 hours per week (excluding a 30 minute lunch break), Monday to Friday with a 7.30 am start.

Hall Green School is a very popular, heavily oversubscribed and academically successful 11-16 Converter Academy. We are a highly diverse institution, both ethnically and as a fully accessible mainstream school, attracting pupils from across the city with physical disabilities. We have wonderful pupils who fully contribute to the school's 'caring, nurturing and inclusive culture' described by Ofsted (2019) as 'a welcoming and inclusive school' where 'pupils are happy, and they achieve well' and the 'positive relationships between pupils and staff are a hallmark of the school'.

Most importantly, we are looking for a candidate who shares the school's approach and commitment to the success and wellbeing of its young people. You are warmly invited to speak to the Headteacher and to make an appointment to visit the school in action.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak and write fluently in English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

I strongly recommend you visit the school to meet us and find out more about the role. Please contact my PA, Mrs Paula Elliott, to arrange a convenient time.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. If you are shortlisted online searches may be carried out as part of due diligence checks (i.e. Google and Social Media Platforms). The successful applicant will be subject to the following checks: enhanced DBS, Childcare Disqualification (where applicable), a prohibition from teaching (where applicable), qualifications (where applicable), medical fitness, identity and right to work. All applicants will also be required to provide two suitable references.

The closing date for applications is 9.00 am on Wednesday 8 May 2024.

For further details and an application pack, please see the school website [www.hallgreen.bham.sch.uk](http://www.hallgreen.bham.sch.uk) or email [recruitment@hallgreen.bham.sch.uk](mailto:recruitment@hallgreen.bham.sch.uk).

Please note that all applicants must complete the school's application form only. Any other form of application or CVs alone will not be accepted.