



## WOODFORD COUNTY HIGH SCHOOL FOR GIRLS

High Road, Woodford Green, Essex IG8 9LA

Tel: 020 8504 0611

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### **Administrator and Cover Supervisor (with First Aid)**

**Grade:** LBR 4 (Spine Pt 7 - Pt.10)

**Salary Range** - £19,546 - £20,619

**Hours:** 36 hours per week: 07:45 - 15:45

(45min break x 4 days and 1hr break x 1 day). Term Time only

**Line Manager:** Office Manager

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### **Principal Responsibilities:**

- Cover Supervisor - To provide classroom cover for absent teachers as required
- Curriculum Support - To provide administrative support for designated curriculum areas
- To assume administrative responsibility for Personal, Social, Citizenship & Health Education (PSCHE)
- To provide administrative oversight of the school's media and marketing presence, producing school information and publication
- To administer whole school events (e.g. spring production/house drama/prizegiving)
- To provide administrative support for all school visits
- To be a certificated First Aider and carry out associated duties
- To monitor corridors and classrooms etc. between 08:00 and 08:20 to ensure no students are on site
- To carry out other duties and tasks that may reasonably be requested

### **Cover Supervisor (max 15 hours per week including registration time, assemblies & invigilation)**

- Liaise with Cover Coordinator regarding cover requirement and work set
- Provide cover for lessons - supervise and where possible support the students in their class work ensuring that the work set is undertaken with due regard to the time allocated
- Cover registration periods, attend assemblies and act as exam invigilator as required.
- Be responsible for a class of students with due regard for their health and safety and the school's high expectations and work ethos
- Liaise with teaching staff regarding work set, provide a 'short' report for the teacher about the lesson and the conduct of the students during the class
- Collect any completed work after lesson and return it to the appropriate teacher
- Follow the school's behavior policy and referral system and liaise with pastoral staff as appropriate
- Carry out other relevant duties as may reasonably be required by the Deputy Head, as coordinator of staff absence

### **Curriculum Support (Approx. 5 hours per week)**

*Approx. 2hr p/w English, 2h p/w Geography, 1hr p/w Music*

- Order resources and monitor department budget as directed
- Assist with administrative and clerical duties (e.g. photocopying, filing, word-processing), as required
- Assist with departmental display areas
- Comply with all Health & Safety regulations, prepare risk assessments as required
- Provide information for departmental inventory and carry out stock-taking (including book stamping/security marking) as required

### **Administrative responsibility for Personal, Social, Citizenship & Health Education (PSCHE) (Approx. 5 hours per week)**

- Work with the assigned Assistant Head Teacher (AHT) and Heads of Year to provide full administrative support for PSCHE
- Procure, organise, reproduce and collate resources for PSCHE as required, monitoring department budget
- Ensure form tutors are provided with the necessary resources for PSCHE in time to allow preparation
- Manage PSCHE resources (soft or hard copy, as appropriate)
- As required, to research and book external speakers for specific PSCHE sessions, organising rooms, communicating with speakers, tutors & students as necessary
- Support the designated AHT in maintaining PSCHE schedules, records and evaluations.
- Comply with all Health & Safety regulations, prepare risk assessments as required

**To provide administrative oversight of the schools medial and marketing presence (Approx. 5 hours per week)**

- Monitor media (especially local media) for coverage of the school's activities, to maintain an archive and to alert SLT as appropriate.
- Liaise with local press as required, to secure coverage of events and initiatives
- Administer school publicity e.g. adverts for open days
- Issue whole school communications (i.e. via Groupcall) as authorised by a member of the SLT
- Produce and circulate Weekly Bulletin and Staff Handbook
- Keep school information current and consistent on Website
- Keep school information current on Fronter and Flatscreens with assistance of afternoon receptionist.

**Administrative Tasks (Approx. 6 hours per week)**

- Administration of school visits, including booking travel, notification of parents, groupcall and parentpay set up.
- School events including school birthday, prizegiving, drama and music concerts/productions (e.g. Groupcall/ transport/ payments/ programmes/ tickets/ seating/ parentpay)
- Manage refreshments orders and delivery for school meetings and events as required, with assistance of afternoon receptionist.
- Order whole school stationery including reprographics (paper/inks/masters), franking machine supplies, staff and pupil planners and diaries with assistance of afternoon receptionist
- Monitor corridors and classrooms between 08:00 and 08:20 to ensure no students are on site
- Administer first aid when necessary and remain certificated
- Assist with reception duties as and when required.
- Attend courses and receive training as appropriate for this role
- Make the Office Manager aware of any concerns or problems as they arise
- General Administrative and other duties that may be reasonably requested

**PERSON SPECIFICATION:**

- A proactive and committed team person with excellent timekeeping and time management skills.
- Someone who values Personal, Social, Citizenship and Health Education (PSCHE) and will be proactive in supporting and developing its delivery.
- A highly competent ICT user, familiar with Word, Excel, Outlook, PowerPoint and publishing software (i.e. Microsoft Publisher)
- Good people skills and the ability to relate to students as well as adults
- Ability to use your own initiative to deal with situations as they arise, in line with school policies and instructions
- First Aid Certification or willingness to train.
- Understanding of statutory requirements and legislation including child protection, equal opportunities and data protection
- A good level of education, particularly numeracy, ICT, oral and writing skills (minimum NVQ level 2 or equivalent in English and Mathematics)

**YOU WILL NEED:**

- Integrity and sensitivity
- Excellent forward planning and organisational skills
- The ability to prioritise and work quickly and methodically
- The ability to communicate effectively with staff, students and outside agencies
- Passion for education and inspiring young people

The above indicates the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. The post will appeal to someone who would enjoy working in a busy but friendly environment and would take an interest in the life of the school

The job description may be amended at any time after consultation.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS check will be a requirement of the role