

SIMS & Cover Officer

LBR 6 (Spine Pt 18 – Pt 20) Permanent Post. Term time plus 5 days.

Hours: 36 hours per week: (45 min lunch break x 4 days a week, 30 min lunch break 1 day per week (Thursday))

Monday 07:30-15:15 (7hrs)

Tuesday: 07:30-15:15 (7hrs)

Wednesday: 07:30-15:15 (7hrs)

Thursday: 07:30-16:00 (8hrs)

Friday: 07:30-15:15 (7hrs)

Line Manager: Senior Admin Officer

Principal Responsibilities

1. Provide support to the school, promoting the schools core values.
2. Provide administrative support to Deputy Head Teacher
3. To act as Performance Manager for up to 2 designated internal cover supervisor/administrative staff, including conducting annual reviews and identifying staff training and development needs
4. Arrange daily registration and lesson cover for all teaching staff
5. Organise and manage any room changes as necessary
6. Copy and distribute cover work, as required
7. Provide oversight, support, co-ordination and management of the casual cover supervisors.
8. Book agency cover supervisors, under direction of Deputy Head Teacher.
9. Rostering for staff cover, break duty and gate duty
10. Organise and manage rooms for internal exams, and room closures based on exam timetable.
11. Support the Assistant Head Teacher by producing daily staff and student attendance reports.
12. Run monthly administrative staff punctuality and attendance reports.
13. Maintain and distribute emergency evacuation (i.e. Fire Drill) lists for staff and Y7-Y11 pupils
14. Produce SIMS Timetable reports as required by the Deputy Head teacher
15. Manage the *SIMS Academic Management System* to prepare for and maintain the SIMS timetable
16. Monitor and manage the referral, achievement and detention system through SIMS, supporting detention on Thursdays.
17. Communicate effectively with Parents regarding detentions
18. Allocate and manage fob access, being the staff point of contact for NET2

Additional Duties

- Oversee the production of Prizegiving program and bookplates
- Oversight of GroupCall Messenger
- Recording of school holiday out of office messages for half term and end of term holidays
- Consolidate and issue 'Information packs' to all new staff
- To collate emergency information for new starters
- Allocation and labelling of staff room pigeon holes for new staff, throughout the academic year
- Record and allocate staff lockers and keys.
- Be the central contact for 'Lock Down' procedures
- Support the School Office Manager with the recruitment and training of office staff.
- Update Mark Sheets with detention information on a monthly basis
- Carry out a termly review of detention accumulative points
- A Willingness to be trained to undertake First Aid Duties
- Attend courses and receive training as appropriate
- Make the School Office Manager aware of any concerns or problems as they arise
- Assist with preparations of various staff events across the school in conjunction with Head's PA
- General Administrative and other duties associated with a busy School Office that may be reasonably requested

PERSON SPECIFICATION:

	Essential	Desirable
A calm, flexible, totally dependable and committed team person	Y	
Ability to work under pressure to deadlines	Y	
Excellent Communicator	Y	
Integrity and sensitivity	Y	
Good People Skills	Y	
Ability to work quickly and methodically in a busy school office	Y	
Experience of using systems for data entry and reporting	Y	
Strong organisational skills with a systematic approach to problem solving	Y	
Good Standard of Education (minimum of NVQ level 2 or equivalent in English and Maths)	Y	
First Aid Certification or willingness to train.	Y	
A highly competent ICT user, proficient in the use of Word, Excel and Outlook	Y	
Ability to develop and maintain strong, effective and professional working relationships	Y	

Working knowledge of SIMS	Y	
Understanding of statutory requirements and legislation including child protection, equal opportunities and data protection	Y	
Ability to use own initiative to deal with situations as they arise, in line with school policies and instructions	Y	
Competent user of Office 365, Microsoft SharePoint, Microsoft Publisher and Microsoft Forms		Y
First Aid Qualification and/or experience		Y
Safer Recruitment Trained		Y
GDPR Training		Y
Safeguarding Training		Y
Experience of working in a busy office with a strong customer service ethos		Y
Experience of working in an educational environment		Y
Previous line management experience		Y

This information indicates the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. The school's administrative team is an integral part of the school and the post will appeal to someone who would enjoy working as part of a busy but friendly team 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.