

Job Description

All Saints Catholic High School

Title of Post	Cover Co-Ordinator and Trips Administrator
Responsible To	Member of Leadership Team
Grade	Grade 4 – Scale Points 7 : 12 pro rata
Hours	25 hours per week over 39 weeks of the year
Contract	Permanent

Purpose of the Role

- To ensure that the cover system in school works efficiently and in a cost effective way
- To ensure that the school management has accurate data on staff attendance and that absences are recorded according to school policy
- To keep accurate records of school trips and maintain financial records

Key Tasks to Achieve Outcomes

- To record all staff absence and obtain appropriate absence documentation as required
- To implement the staff cover system
- To buy in supply staff as appropriate
- To provide information for Return to Work interviews
- To monitor returns from Return to Work interviews
- To produce absence statistics monthly and annually for the school leadership and for payroll purposes
- Patterns of absence are identified and the member of the Leadership Team is alerted to these
- To manage a cover budget
- To record all trips and record financial information
- To act as second person with knowledge of ParentPay system
- Within the designated areas of responsibilities to implement the school's Health and Safety Policy

Indicators of Performance

- All lessons are covered appropriately
- The spending on Cover is managed within budget
- Accurate records of absence are available for school and external purposes
- Accurate trips records are available for staff and the budgets are managed appropriately

The member of the Leadership Team will evaluate the performance by:

- Analysing the Cover statistics
- Analysing the Cover budget
- Analysing the quality of record keeping