

Job Description – Cover Officer and SIMS manager with Exam support

Main purpose of post

To arrange day to day cover provision for absent teaching staff and to maintain records of all staff absence for general notification and for monthly returns for payroll purposes. To support the Principal's PA and manage the student database (SIMS) administration and data input. This will include support with staff timetabling, student admissions (Year 7 to 13), exclusion return up-loads and school transfer data and files, and assist with Academy census returns and the smooth running of public examinations. To manage SIMS activities and the Parent APP, manage the administration for trips and visits and the registers for clubs and extra-curricular activities.

Duties and responsibilities

Primary responsibilities for which the Officer is expected to take the lead.

- Prepare the daily cover rota for absent teaching staff, including dealing with emergency cover and emailing staff with the daily absentee list of all staff.
- Organise internal Cover Supervisory staff, to include the allocation of set days.
- Liaise with external supply agencies on the provision of external supply staff, to include negotiations over fees and outlining safeguarding requirements, as agreed with the Vice-Principal.
- Daily notification of the reasons for staff absence to the Principal and Vice-Principal.
- Weekly return of staff absence information to the Payroll and HR Officer.
- Co-ordinate the staff duty rota, to include the initial allocation and subsequent updates, as well as daily notifications to staff.
- Co-ordinate the set up and use of the Activities module in Sims. Manage the administration and e-alerts associated with trips, visits and clubs and extra-curricular activities.
- Provide invigilation support with public and internal exams, as required
- Attend GCSE and AS/A2 results' days in August.
- Prepare, copy and distribute results through the exams office.
- Check certificates before they are given to candidates and prepare a receipt to be signed by the candidate.

Duties and responsibilities for which the Administrator is expected to support members of the Leadership Group (LG) and the Admissions Officer

- Assist LG with assessment and reporting requirements using SIMS Assessment and Reporting module.
- Create and update throughout the year teaching staff timetables using SIMS NOVA T6.
- Generate information from SIMS to enable the completion and return of DfE Census information.
- Assist with student admissions and student information updates to SIMS, including those for new starters, leavers and in-year transfers.
- Manage the SIMS activities and the Parent APP, This will include the oversight and management of all administration associated with trips, visits, clubs and extra-curricular activities.
- Full working knowledge of SIMS to enable the above and for emergency back-up if required.

Working Pattern

1. 07.30 am start each day; 36.5 hours per week. Finish times may differ when supporting the Examinations Manager during the exam season, as agreed between you and the Examinations Manager.

2. Full-time with 25 days paid leave per annum exclusive of bank holidays to be taken during Academy holiday periods
3. Attendance on the two days (and any required preparation days) during the summer closure period that are the GCSE and A level results days.

Salary

Academy Scale 6

Qualities required

- Highly organised, excellent planning and meticulous when checking data.
- Works well under pressure
- Calm, flexible, dependable, reliable, resilient and robust
- Ability to work with, and manage, others
- ICT literate and a keenness to develop
- Ability to make decisions
- Negotiating skills
- Sense of humour