



# Bexhill Academy

Gunters Lane  
Bexhill-on-Sea  
East Sussex  
TN39 4BY  
01424 730722

## **'Join us on our exciting journey to become a great school'**

We are seeking to appoint an outstanding and enthusiastic

### **Cover Administrator**

37 hours per week, term-time only

**Start:** Dependant of successful candidate availability.

**Salary:** Equivalent to Single Status, Grade 5/6, Points 12-16 £19,171- £20,751 per annum pro rata (actual salary £16,442.80-£17,797.97 per annum).

We are offering the exciting opportunity to join the Bexhill Academy community as a Cover Administrator. The post offers attractive work/life balance with term time employment, providing up to 13 weeks holiday. You will be a graduate interested in working in a school setting, perhaps with thought of progressing to a teacher or senior administrator role. The post offers you a variety of responsibilities including both classroom and office work. You will be confident in your communication skills, and enjoy working with young people. This is a rewarding post that could be a springboard to a whole new career.

Bexhill Academy, an OFSTED rated 'Good' school, is situated in a modern building, in the heart of the local community. We have a friendly supportive staff, with staff wellbeing an important aspect of life at the Academy. We have a unique staff reward programme offering free/heavily subsidised staff social outings and after hours exercise classes.

**Closing Date for applications: 9.00am on Monday 16<sup>th</sup> September 2019**

**Interviews will be held soon after.**

Please send completed Academy applications to HR Manager – [jill.hunt@bexhillacademy.org](mailto:jill.hunt@bexhillacademy.org)

Please note that we do not accept CVs or approaches from agencies. For further information about the post please contact Philip Gordon, Assistant Principal – [philip.gordon@bexhillacademy.org](mailto:philip.gordon@bexhillacademy.org)

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The successful applicant will be subject to an Enhanced DBS check.*

## JOB DESCRIPTION

**Post:** Cover Administrator

**Responsible to:** Cover Manager, School Business Manager, HR Manager.

**Salary:** Grade equivalent to Single Status, points 12-16

**Hours:** 37 hours a week. Term-time only (Monday – Thursday 8.00 a.m. - 4.30 p.m. Friday 8.00 a.m. – 4.00 p.m).

***Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).***

### **Principal Accountabilities:**

**1) Supervision of classes to cover for teacher absence (approx. 60% of role)**

*This supervision will include the following responsibilities while taking **personal charge and responsibility of classes:***

- Ensuring that work set by the absent teacher is collected, distributed to students and explained.
- Supervising the completion of set tasks by students while providing explanations that enable them to problem solve and arrive at solutions.
- Manage student behaviour so that the class is not disrupted or disruptive, and follow school behavioral policies.
- Praise students who are making an effort and using aptitude.
- Act with regard to the safety of students and other staff members.
- Reporting through to the absent teacher, when they return, with regard to student behaviour and attitude.
- Reporting through to the Cover manager with regard to any improvement areas around cover work set.
- Following through any behavioral repercussions with students through detentions etc. to ensure behavioral authority is established.

**2) Provide technical assistance to departments as directed by the Head of Department or any delegated teacher. *This work will include:***

- The preparation of and mounting of displays within the classroom and other school areas.
- The preparation of teaching materials for use in a lesson and possible assistance in class demonstrations with a teacher leading.
- Individual learning assistance with a single or small group of students as directed by a teacher, providing support that enables those students to problem solve and arrive at solutions.

- Departmental administrative work, preparing, collating and presenting student educational improvement and outcome data.
- 3) **Provide Office Administration Support.** *This work will include:*
- Checking attendance records, making calls home to report un-authorised absences, keeping attendance records.
  - Answering and transferring incoming telephone calls, answering queries and handling messages.
  - Providing a service to students e.g. at a student reception.
  - Greeting and directing visitors at the reception desk.
  - Assisting in the reprographics department.
  - Opening and distributing post.
  - Ordering and stocktaking office supplies.
  - Assisting with mail shots.
  - Entering incident reports.
  - Preparing and typing documentation.
  - Organising lost property.
- 4) **Invigilate examinations.**
- 5) **Supervision of students during break times and lunch times.**
- 6) **Accompanying students on off-site activities.**
- 7) **Act as a first aider.**
- 8) **Lead a Tutor Group.**  
Dependent on the size of a year intake the role may entail taking responsibility for a small tutor group. In addition to taking a register, the Tutor offers a mentor role to the students within their tutor group, offering support and guidance where possible and referring issues to other members of staff where applicable.
- 9) **Other duties and responsibilities.**  
As directed, within the capacity of providing departmental support.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**PERSON SPECIFICATION**

Criteria	Essential	Desirable
Education	A degree qualification (a minimum of Grade C at GCSE (or equivalent) in English and Maths Level 3 qualifications, may be considered for the right candidate)	
Other qualifications		Driving Licence, First Aid qualification, IT and administration qualifications
Experience	Can demonstrate a flexible working approach through prior work.	Working with young people. Working in an administrative environment.
Knowledge	- awareness of responsibilities related to safeguarding of students. - Microsoft office	Working with student databases/SIMS
Skills and Abilities	- highly professional demeanour - a positive and cheerful personality - sound organisational skills - effective communication skills - effective ICT skills - the ability to work as part of a team - the ability to use own initiative - a person of integrity - able to maintain confidentiality - able to display empathy - able to adapt - a good sense of humour	
Commitment and other requirements	- agreement to attend appropriate training and development	