



Felpham Community College

Job Description

Cover Manager/SIMs Clerical Assistant

Core purpose:	Ensure the cover system works effectively to support teaching and learning within the college.
Reporting to:	Senior Leadership Team Line Manager/ Data Manager
Hours	37.5 hours per week term time only plus 5 INSET days. 7.00am – 3.00pm Mon – Fri with half an hour unpaid lunch break
Grade	Grade 6 (scp 20 – 22) (£18,638 – £19,817) pro-rata
Grievance Officer	Headteacher

Cover Manager Purpose:

To organise cover for absent teaching staff throughout the college. Ensure effective deployment of the Study Supervisor team.

Cover Manager Responsibilities:

- To organise cover for teacher absence (including study supervisors).
- To record both teaching and associate staff absence.
- To deploy study supervisors and where appropriate organise and deploy supply teachers.
- To manage all room changes.
- To assist in planning staffing for events held during the course of the college year.
- To lead the study supervisor team including behavioural support and job reviews.
- To be able to use Cover 7.
- To monitor the supply budget and use appropriately.
- The cover manager will also be expected to cover lessons where necessary (TBC).

SIMs Clerical Assistant Purpose

To provide full administrative support in the use of the School's Information Management System for staff, students and parents.

Data Clerical Assistant Responsibilities

- Maintenance of all student academic and personal records on SIMs modules
- Assignment of new students to the college database, liaison with teaching staff/year managers and production of new timetable, set lists etc.
- Importing and maintenance of accurate assessment and test results data and production of reports as required.
- Importing and maintaining new intake and Key Stage data from primary schools Common Transfer Files and production of reports as requested.
- Maintenance and provision of data and information, reports and statistics over the full range of SIMs modules.
- Meet requests from teaching staff for reports, various list, set changes and information as required.
- Working as part of the admin team, providing a flexible resource by contributing to and assisting with any other tasks required under the direction and guidance of the Data and Assessment Manager

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, eight weeks thereafter.
Salary	Paid on 24 th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1 st April and 30 th September the increment will be on 1 st April the following year. If starting between 1 st October and 31 st March the increment will be 6 calendar months after the date of commencement and then 1 st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The college contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	All offers of employment are subject to references that are satisfactory to the college, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identity will also be required from the successful applicant. The college will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, ie marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.

Person Specification – Cover Manager/Study Supervisor

Attributes	Essential	Desirable
General	General good health Professional appearance, conduct and demeanour	
Attainment	Excellent organisation skills Proven management skills	First Aid qualification
Ability	Able to take initiative and to develop a flexible approach Possess common sense, have a practical and mature attitude	
Disposition	Experience of/enjoys working with young people Excellent communication skills and the ability to handle confidential issues sensitively Capacity to work as member of a team as well as to work independently Professional manner Enthusiastic Reliable and hard working Ability to motivate/negotiate Tact, diplomacy and sensitivity Calm manner	
Circumstances	Proven record of attendance and punctuality	Current DBS Enhanced Disclosure Experience of working in a (secondary) school environment