

Job Description

Title of post	Cover Co-ordinator and Data/Exams Administrator/Student Services Admin Assistant
Salary	NSAT Grade E, SCP 6 to 8 £25,183 to £26,409 FTE. Actual salary £21,589 to £22,640 per annum.
Hours of work	37 hours per week (Data and Exams Office Monday to Thursday 7.30am – 3.30pm (Student Services Office Friday 8am – 4pm) term time plus one week
Line manager and responsible for reviews	Data and Exams Manager – Monday – Thursday Attendance and Student Services Manager - Friday

Purpose of the Post

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

Main Duties / Key Responsibilities

Cover and Re-Rooming Co-ordination

- Collaborate with the Assistant Headteacher and SLT to plan and manage cover efficiently, adhering to the SGHS Cover Protocols. This includes prioritising internal cover supervisors and utilising staff with allocated cover periods before considering external resources, ensuring a cost effective service.
- Oversee the arrangement of teaching staff cover, ensuring accurate records of all cover, including day-to-day absences, are maintained in SIMS. Engage supply teachers when internal cover (including the casual bank of cover supervisors) is insufficient, following SGHS procedures.
- With the support of the Data and Exams Manager, report on cover trends. Provide half termly recommendations for improvement, ensuring compliance with SGHS protocols and making adjustments to improve cover allocation efficiency.
- Manage and communicate room changes due to routine alterations or school events, ensuring all staff and students are informed in a timely manner.
- Liaise with SGHS Educational Visit Co-ordinator (EVC) to ensure all staff of trips are accurately recorded in SIMS and the most efficient combinations of staffing are explored to reduce cover costs.

Data

- Responsible for the development of individual reports using Assessment Manager – including the creation and maintenance of student report templates and behaviour for learning templates.
- Creating/updating marksheets, aspects and result sets in SIMS Assessment Manager in accordance with best practice and school procedures.
- To manage the end-to-end process for the student reports as per the school procedures, including design of templates, chasing missing information, checking accuracy of reports, data and target grades, formatting and producing the reports and supporting documentation all within the set out deadlines in the Data and Assessment calendar.
- To oversee the processing of CTF files for new students and leavers in a timely manner.
- Accurate and timely data inputting.
- Along with the Data and Exams Manager manage the annual data collection checking exercise, new student data collection and ensure any amendments are processed in a timely manner and in accordance with DfE guidance and data protection requirements.
- To support the Data and Exams Manager with the delivery of report including behaviour for learning and maintaining accurate student information in SIMS.
- Responsible for the administration and delivery of celebration gatherings.

Examinations

- Assist the Exams Officer in delivering the internal and external exams programmes including the processing of exam entries, data inputting/amendments/results/printing of timetables and seating plans.
- Assisting with the organisation and co-ordination of invigilators.
- Liaising with staff, students, parents, invigilators and external organisations.
- Assisting on exam days with the arrangements for access students and the collation, checking of exam boxes and distribution of exam papers to exam boards.
- Assisting with the distribution of exam results and resit information.
- Providing general exam administration support.

Clerical/Administration – Student Services

- Support maintenance of registers, collate attendance statistics and follow-up absences as agreed with Attendance and Student Services Manager.
- Be a point of liaison between parents, students and teaching staff.
- Provide information to individual groups of students as required.
- Produce, collate and distribute publications to parents and students as agreed by Attendance and Student Services Manager.
- Support maintenance of student files, together with any associated collation.
- Collate notices for the daily student bulletin.
- Assist with arrangements for parents' evening, open evenings, celebration gatherings and other events.
- Any other admin tasks as directed/supported by Attendance and Student Services Manager.

General

- General administrative and filing duties.
- Stationery orders.
- Purchase order raising and submission for authorisation.

Safeguarding

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Health and Safety

- To be aware of and implement your safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.