

Job Description: Cover and Human Resources Administrator



Post Details

School/setting:	Poole High School
Post type:	Support Staff
Grade/Pay Level:	Grade 6
Responsible to:	Human Resources Officer

Main Purpose

To be the main point of contact and administrator for all staff absence. To have responsibility for the administration and organisation of all cover and rooming requirements for the smooth operation of the school. To support the HR team with the administration of daily tasks ensuring staffing and personnel matters are resolved in a timely fashion.

Duties and Responsibilities

- To administer the cover telephone line and email account to ensure all planned and unplanned staff absences are correctly recorded.
- To ensure suitable cover is provided for all planned and unplanned absences to ensure continuity in the running of the school.
- To maintain confidential records of all cover and absences, working with HR and payroll colleagues.
- Act as the main point of contact for emergency cover, while on site.
- Arrange and communicate day-to-day changes in staffing and rooming.
- To support the HR department with daily confidential administration tasks.

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Qualifications, Knowledge, Skills and Attributes Required

Essential:

- GCSE Maths & English, grade 4/grade C and above or equivalent qualifications.
- Strong IT skills, including typing, emails, Word and Excel,
- Sound interpersonal skills due to close contact with all levels of staff
- A high degree of accuracy and attention to detail
- The ability to be flexible and work as part of a team
- Ability to show the highest level of professional discretion, empathy and tact
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Desirable:

- Experience of working in a school office environment or similar
- Proficient in Microsoft applications including Word, Excel, Publisher, PowerPoint and Teams
- Knowledge of Arbor or schools MIS system

Notes

- This job description may be amended at any time in consultation with the postholder.

Key to Acronyms Used/Glossary of Terms Used in this Job Description

TL = Twynham Learning
HR= Human Resources
HT= Headteacher

MIS = Management Information System