

# Ss JOHN FISHER & THOMAS MORE RC HIGH SCHOOL

| JOB DESCRIPTION   |   |
|---|---|
| <b>NAME:</b>  |   |
| <b>JOB TITLE:</b>   | <b>HR AND COVER MANAGER (SCHOOL ADMIN OFFICER 4)</b>  |
| <b>GRADE:</b>   | <b>GRADE 6 (SCP 11 – 19)</b>  |
| <b>HOURS OF WORK</b>  | <b>35 HOURS PER WEEK, TERM TIME ONLY (HOURS TO BE AGREED)</b>   |
| <b>RESPONSIBLE TO:</b>  | <b>HEADTEACHER, SCHOOL BUSINESS MANAGER</b>   |
| <b>JOB PURPOSE:</b>   | <p><b>THE MAIN OBJECTIVES TO BE ACHIEVED BY THE POSTHOLDER:</b><br/> <b>TO TAKE RESPONSIBILITY FOR ALL HUMAN RESOURCE FUNCTIONS</b><br/> <b>ORGANISE THE PROVISION OF COVER FOR TEACHING STAFF, INCLUDING THE CO-ORDINATION OF COVER SUPERVISORS AND LIAISON WITH SUPPLY STAFF AND AGENCIES</b></p> |
| <b>MAIN ACTIVITIES:</b>   | <p><b>What the postholder will actually do</b><br/> <b>What prescribed duties the postholder will have</b></p>  |
| <b>HR DUTIES</b>  |   |
| <ul style="list-style-type: none"> <li>• Maintain Single Central Record in line with current safeguarding and Keeping Children Safe in Education guidelines.</li> <li>• Produce and Update Job Descriptions for all staff</li> <li>• Collate job advertisements</li> <li>• Advertise vacant roles accurately on all available platforms</li> <li>• Co-ordinate and respond to applications received</li> <li>• Arrange and oversee interviews in-house and with short-listed applicants.</li> <li>• Carry out necessary safeguarding checks.</li> <li>• Procure references.</li> <li>• On appointment, complete all necessary updates to various HR systems, including LCC Oracle Fusion, Access and SIMS software.</li> <li>• Monitor and log staff absence.</li> <li>• Conduct 'return to work interviews' in line with short-term absence procedures.</li> <li>• Produce reports for senior leaders and governors, as requested, on absence levels.</li> <li>• Update and log HR policies, ensuring latest template is used from Schools' Portal.</li> <li>• Take minutes during HR meetings and produce typed documents in an accurate and timely fashion.</li> <li>• Process staff timesheets</li> <li>• Monitor contract terms and update as required.</li> <li>• Organise staff duties and rotas</li> <li>• Co-ordinate the school calendar</li> </ul> |   |
| <b>COVER DUTIES</b>   |   |
| <ul style="list-style-type: none"> <li>• Manage cover requests from teaching staff</li> <li>• Organise cover for teaching staff</li> <li>• Manage the daily cover rota and ensure equitable use of staff in terms of frequency</li> <li>• Secure deployment of Cover Supervisor(s) in line with national guidance</li> <li>• Liaise with supply agencies and ensure invoices are forwarded to Finance Manager in a timely manner for processing</li> <li>• Contribute to the development and implementation of the school's cover policy</li> <li>• Maintain records</li> </ul>   |   |
| <b>SCHOOL</b>   |   |
| <ul style="list-style-type: none"> <li>• To work within school policies and procedures</li> <li>• To contribute to the provision of an effective environment for learning</li> <li>• To support the promotion of positive relationships with parents and outside agencies</li> <li>• To attend skill training and participate in personal/performance development as required</li> <li>• To take care of your own and other people's health and safety</li> <li>• To wear a uniform as provided</li> <li>• To be aware of the strictly confidential nature of issues</li> </ul>   |   |
| <b>Safeguarding Commitment</b>  |   |
| <p>This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>  |   |

**Note: In addition other duties at the same responsibility level may be interchanged  
with/added to this list at any time**

**Agreed by:**

**Date:**

Updated: May 2023

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

#### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.