KINGS'
SCHOOL · WINCHESTER

Job title: Cover Co-ordinator
Salary: Grade C £26,018 FTE (actual £22,255)
Hours: 37 hours Monday – Friday 8:00-15:30, 39 weeks a year
Start date: January start

We are looking for an enthusiastic and reliable Cover Co-ordinator to join our excellent Admin Team. You will support the Data Team with ensuring that daily cover requirements are met, staff duties are prioritised, and a range of administrative tasks completed effectively and accurately.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Support the SLT and Data Lead

The successful candidate will:

- Be an inspirational person who has enthusiasm, drive, tenacity, and ambition to deliver.
- Have excellent administrative and organisational skills.
- Possess highly effective interpersonal, communication and presentation skills.
- Have a high level of personal integrity and confidentiality.

In return, we can offer you:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly, welcoming team – you join our Kings' family, who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Receive a laptop that comes with continual support from our effective and dedicated in-house IT Support Team.
- Park on site, in a secure, accessible car park, equipped with EV charging spaces
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Employee Assistance Programme – 24/7/365 phone advice and counselling.
- Free staff gym and swimming sessions.

For further information and to apply for this position, please visit our website.

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.

Kings' School mission and values

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, ***Una Laborantes*** *(working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of receptionist role is essential to the everyday running of the school.

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

Our values are at the heart of our school culture. They underpin our mission, that we are *Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence*. Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference

We are reminded of our vision by our motto, ***Una Laborantes***, and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Job Description – Cover Co-ordinator

Job purpose, including main duties and responsibilities:

Cover

- Setting up daily cover requirements and room changes for absences and special events e.g., exams.
- Allocating cover supervisors, supply staff and teachers to cover staff absence, liaising with the line manager as required.
- Producing cover and absence statistics as required by the Senior Leadership Team.
- Keeping school diary up to date with approved absences.
- Record staff absence and email absence forms to staff where applicable, following the school's process for the approval of staff absence.
- Maintain accurate staff records on Arbor, including sickness absence and duty allocations, so that information on staff deployment is reliable and up to date.
- Ensure cover is well matched to need, deploying the most suitable staff to each lesson and distributing cover fairly across staff.
- Write and maintain the staff duty rotas and duty calendars, including lunchtime and bus duties, and co-ordinate them daily, ensuring any absences are communicated and covered.
- Handle staff absence and the allocation of cover with discretion and sensitivity, treating personal information confidentially and building positive, professional working relationships with staff across the school.

New Starters

- Set up all new pupil starters on Arbor and remove pupil leavers from roll.
- Transfer/upload CTF files from the DfE website.
- Manage information on Applicaa, our new starter recording platform, in a timely manner.
- Work with the relevant teams to support year group transition and admissions.

Record Keeping

- Update pupil records on Arbor as required, such as contact details, addresses and medical or SEN information, ensuring changes are made promptly and accurately.
- Carry out data checking and data cleansing when required, identifying and correcting missing, duplicate or inaccurate records.
- Handle all pupil and staff data in line with GDPR and the school's data protection policies.

School Census

- Complete termly school census and upload to the government portal.
- Keeping records up to date throughout the year so they are ready for the census.

Calendar

- Record and keep up to date all school events, such as trips, exams, parents' evenings and INSET days, checking for clashes and communicating changes to relevant staff.
- Produce and publish the whole school calendar for the academic year, working with senior leaders and other teams to ensure it is accurate and shared in good time.

Timetabling

- To be responsible for the day to day timetable changes and administration.
- Provide regular statistics and insights into teacher deployment across the school.
- Support with the setup of the timetable for the new academic year as directed.

Admin

- To provide general administrative support within the data team as directed.

Person Specification

A Qualifications	
GCSEs Grade A-C or equivalent, in Maths & English.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Evidence of an understanding of safeguarding within schools.	A/I
Proficient user of ICT equipment including databases, spreadsheets, and other software products with specific knowledge of Microsoft Office.	A/I
Experience of SIMS is desirable but not essential.	A/I
Experience of uploading data and downloading from external databases.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I
Effective communicator.	A/I
Able to work on own initiative.	A/I
Demonstrate an eye for detail and self-reliance.	A/I
D **Confidential Reference**	
Positive recommendation from all referees, including current employer	R

A = application I = interview R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values, and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply at recruit@kingswinchester.hants.sch.uk