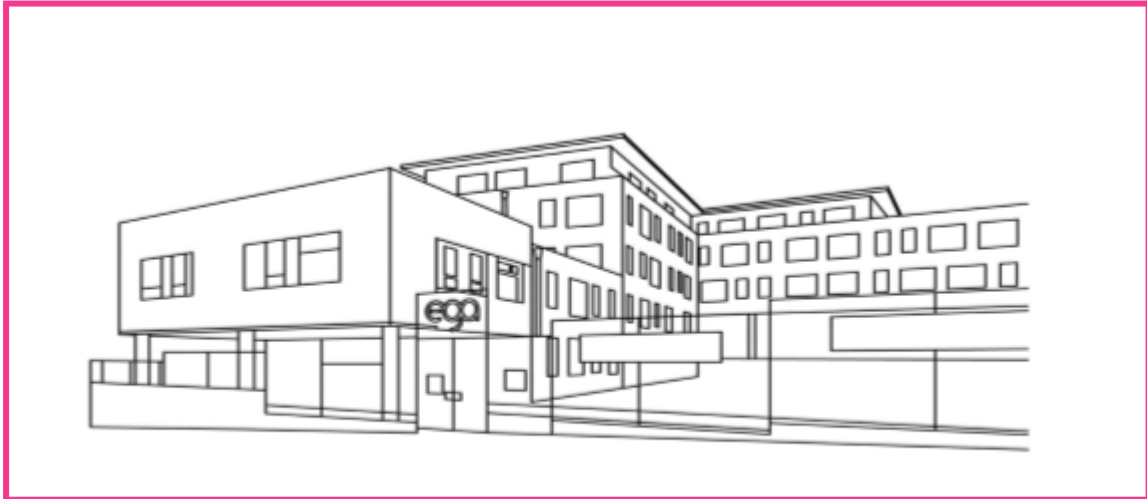




Believe Without Limits



Cover Officer with Admin Duties



Believe Without Limits

“EGA - a school without limits”

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.





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Headteacher's Message



Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in north London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools in the Islington Futures Federation, as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley
Headteacher

05 April 2024



Believe Without Limits

Cover Officer with Administrative Duties

Salary Grade: Scale 5

Salary Range: £31,716.00 – £33,204 (per annum full-time, AYR)

Actual Salary: £20,593.70– £21,923.76 per annum pro-rated

Hours per week: 25 hrs, (term time only) plus two weeks, working hours: 7:am to 12:00pm

Permanent

Required from May 7th, 2024 or ASAP

We are seeking to appoint an outstanding individual to join our administrative team, under the direction of our Office Lead.

You will have a wide range of skills and experience to fulfil the role and responsibilities of this position.

You will be expected to manage supply teachers and other aspects of the cover provision (room changes) on a daily basis while maintaining effective and positive communication pathways in the best interest of the students and teachers.

You can also visit www.egaschool.co.uk for more information about the school.

Closing date for completed applications: **Monday, 22.04.2024 at 10am**

Interview date: **TBC**

In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search For all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

This position is subject to a Disclosure and Barring Service check at Enhanced Level.

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government schools. The starting salary will be calculated based on the individual circumstances of the successful candidates



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Job Description

Post title: Cover Officer with Administrative Duties

Salary: Scale 5

Working hours: 25 hours per week, term time only + 2 weeks,

Reporting to: Office Lead/senior leader in charge of cover

Responsible for: Cover and back office administrative functions

Purpose of the post: Management and organisation of teaching and non-teaching staff and cover provision and day to day management of supply teachers

Cover and Administrative duties:

1. To be available to receive notification of daily teaching staff absences by telephone from 7:00am;
2. To provide daily a daily cover sheet by 8:30am via email;
3. To record EGA staff absence in ARBOR and on Daily Absence google sheet;
4. To identify classes that need a cover teacher during staff absences;
5. To identify classes that need re-rooming due to an absence and identify free rooms available and allocate;
6. To identify staff that may be asked to cover a class during an absence, working within the School Cover Policy;
7. To identify those lessons, cover by a member of staff in accordance with arrangements within the School Cover Policy;
8. To liaise with teacher supply agencies to provide appropriate cover teaches for staff absences;
9. To be responsible for the day to day management of supply teachers, both long and short term;
10. To ensure any follow up of incidents involving supply staff is notified to the appropriate member of staff and/of Deputy i/c of day to day management;



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- 11.** To ensure that supply teachers receive fully and up to date information packs- e.g Code of conduct, Behaviour code; Health & Safety Policy and are aware of policy and practice in the school relating to teaching staff;
- 12.** To provide supply teachers with printed timetable along with verbal explanation and an outline of expectations of supply staff working in the school;
- 13.** To check and authorise supply teacher's timesheets;
- 14.** To check timesheets against supply agency invoices and authorising payment to the Finance Officer in accordance with the school finance system;
- 15.** To record spending on supply teachers under the various budget headings for staffing and liaising with Finance Officer to monitor spending against budget;
- 16.** To keep an accurate record, both electronically and manually of cover by EGA staff and supply teachers;
- 17.** To arrange all cover and re-rooming for school calendared events and recruitment initiatives, contributing to planning sheets and managing communication with staff about arrangements;
- 18.** To create daily 'Today sheets' adding all day- to day events and cover/leave;
- 19.** To produce a termly and end of year financial report on supply and invigilation staffing costs;
- 20.** To cover reception duties when required, maintaining a welcoming environment for all visitors and students;
- 21.** Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with the school policy and guideline;
- 22.** Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training;
- 23.** Commensurate with the level of the post holder and under the direction of the Office Lead or a member of the SLT, undertake such other tasks that may be required to further the efficiency of the school;
- 24.** Ensure that all duties are performed in accordance with the schools policies and guidelines.



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This job description is only a summary and cannot encompass every task. All employees are expected to undertake other responsibilities as directed by their line manager.

Person Specification

E = Essential D = desirable

Qualifications and training:

1. Qualification in the field of administration (D)
2. Level 2 qualification in English and Mathematics (E)
3. First Aid training or the willingness to undertake training in this area (E)
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area (E)

Knowledge and experience:

1. Experience of working in a school setting (D)
2. Experience of working in an office environment (D)
3. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages (E)
4. Good ICT skills (E)



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Personal skills and qualities

1. Excellent written and verbal communication skills (E)
2. Ability to work to deadlines and prioritise effectively (E)
3. Ability to work on your own initiative and as part of a team (E)
4. Willingness to work flexible hours when required (D)
5. Understanding and commitment to the aims and objectives of the Elizabeth Garrett Anderson School (E)

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. This position is subject to enhanced Disclosure and Barring Service clearance.



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Why work at EGA?

Staff wellbeing

- **A workload and wellbeing charter** agreed in conjunction with staff and underpinned by an annual staff survey.
- **Gym Membership scheme** - An annual membership for all the 280 leisure centres across the country managed by GLL (Better). This is offered at a very competitive cost and repaid over 10 months
- **Cyclescheme** - Allows staff to purchase a bike and equipment through a lease arrangement, repaid over 12 months allowing for a monthly tax saving.
- **Free Eye Test** - Available to users who use display screen equipment for more than 2 hours a day
- **Employee Assistance Programme** - free confidential and independent support to help staff balance their work, family and personal lives. Support is available via phone, online and through 1 to 1 Counselling sessions.
- **Occupational Health** - aims to promote and maintain the health and well-being of employees to ensure staff have access to specialist occupational health practitioners and services

Remuneration and financial support

- **Inner London pay** - Being in the heart of London, Islington schools offer inner London pay, a competitive way to reward employees who work with us.
- **Staff Laptop** - all teaching staff are provided with a laptop to use on site or at home.
- **Tech scheme** - A salary sacrifice benefit that allows employees to get technology from Currys PC World and spread the cost over 12 months.
- **Season ticket loan** - An interest free season ticket loan allows employees to buy an annual travel card for up to £10,000. The loan is recovered over 10 monthly instalments.
- **Welfare loan** - There may be times when staff experience financial hardship and we aim to help these employees overcome genuine domestic difficulties. Staff can request a loan of up to £1,000, which is to be paid over a 12 month period.
- **Long Service Award** - rewarding staff with 20 or 25 years continuous service in Islington or local government.



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Selection Process and additional information

Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

School Visits

School visits are highly recommended and can be requested by emailing admin@egas.org.uk

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@egas.org.uk

References

We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Safeguarding

EGA operates safer recruitment practices in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.



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**Elizabeth Garrett Anderson School
Donegal Street
London N1 9QG**

T: 020 7837 0739

admin@egas.org.uk