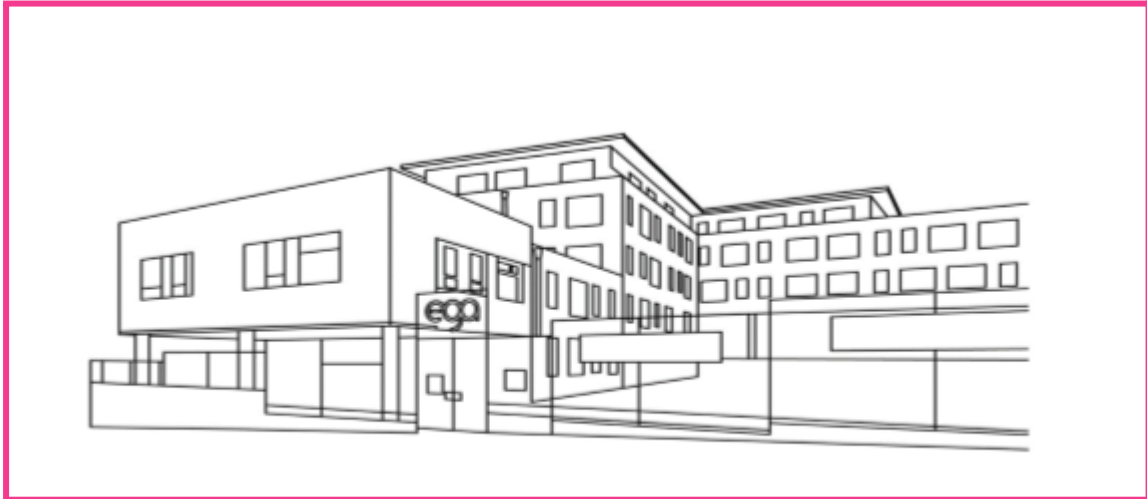




**Believe Without Limits**



**Admin and Cover Officer**



# 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.

**Our longstanding commitment to excellence is demonstrated by our fourth consecutive Outstanding Ofsted inspection in January 2025.**





# Believe Without Limits

## 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 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



# Believe Without Limits

## Why work at EGA?

At EGA, we don't believe in limits. We are looking for a friendly, organised and professional receptionist who will provide a warm welcome to students, families, staff and visitors. As a valued member of our support staff team, you will benefit from a culture that prioritises professional longevity and personal wellbeing. We offer a comprehensive suite of benefits designed to support your financial health, physical wellbeing and work-life balance.

### **Workload & Well-being**

- Workload & Well-being Charter: Our commitment to you is underpinned by a formal charter, agreed upon with staff and informed by an annual survey.
- Employee Assistance Programme: 24/7 access to free, confidential, and independent support, including 1-to-1 counselling sessions.
- Occupational Health: Direct access to specialist practitioners to promote and maintain your health and well-being at work.

### **Financial Support & Remuneration**

- Inner London Pay: We offer competitive Inner London salary weighting to reward our staff.
- Interest-Free Season Ticket Loan: Access to an interest-free loan of up to £10,000 for annual travel cards, repayable over 10 months.
- Welfare Loan: In times of genuine domestic difficulty or financial hardship, staff can request a loan of up to £1,000.
- Long Service Awards: We celebrate loyalty by rewarding staff with 20 or 25 years of continuous service in Islington or local government.

### **Health & Technology**

- Better Gym Membership: Access to a highly competitive membership rate for all 280 GLL (Better) leisure centres nationwide, repayable over 10 months.
- CycleScheme: Purchase a bike and equipment via a tax-saving lease arrangement over 12 months
- Tech Scheme: A salary sacrifice benefit to obtain the latest technology from Currys PC World, spreading the cost over 12 months.
- Staff Laptop: All teaching staff are provided with a dedicated laptop for use on-site or at home.
- Eye Care: Free eye tests for staff who use display screen equipment for more than two hours.



# Believe Without Limits

**Salary Grade:** Scale 5, TTO (Term-Time-Only)

**Salary Range:** £35,493-£37,077

**Actual Salary:** £21,976.51 - £23,363.61

**Hours per week:** 25 hours per week 7.00am -12.00pm (Monday to Friday)

We are seeking a friendly, professional, and organised admin and cover officer to join our secondary school team. The successful candidate will be the first point of contact for external agencies and staff.

This is an excellent opportunity for someone who enjoys working with young people and contributing to a positive school environment.

## Key Responsibilities

- Organise daily cover for absent teaching and support staff.
- Allocate cover lessons to available staff in line with school policies and workforce agreements.
- Liaise with supply agencies to arrange external cover when required.
- Maintain accurate records of staff absences, cover arrangements, and associated costs.
- Produce and distribute daily cover timetables and updates.
- Monitor cover patterns and provide reports to senior leaders.
- Providing administrative support to school staff
- Ensuring safeguarding and security procedures are followed
- Provide general administrative support to the school office and leadership team.
- Manage correspondence, emails, telephone enquiries, and reception duties as required.

You will be expected to facilitate and encourage co-operation, effective communication and mutual understanding between home and school; maintaining positive communication pathways in the best interest of the students.

You can also visit [www.egaschool.co.uk](http://www.egaschool.co.uk) for more information about the school.



# Believe Without Limits

## Job Description

**Post title:** Administrative Officer (with responsibility for cover)

**Salary:** Scale 5, TTO (Term-Time-Only)

**Working hours:** 25 hours per week from 7.00am – 12.00pm daily, term time only

**Reporting to:** Office Lead/Senior School Business Manager

**Responsible for:** Cover and back office administrative functions

**Purpose of the post:** To provide effective administrative support to manage the day to day running of the schools admin office. To manage cover arrangements at the school, liaising with a range of staff and external agencies to ensure that the needs of the school are met and that it is sufficiently staffed.

### **Administrative duties:**

1. Input student information and other important information into Arbor and produce reports;
2. Draft and type correspondence, reports and other documents for the SLT and Middle Leaders;
3. Take notes/minutes of SLT and Middle Leaders meetings/interviews with staff and parents as required, type up meeting notes and distribute them to the relevant people in a timely manner;
4. Attend and participate in relevant strategic and non-strategic meetings as directed by SLT;
5. Photocopy, distribute and file documents as appropriate;
6. Copy type documents for the SLT and Middle Leaders;
7. Deal diplomatically with telephone enquiries and visitors to the school;
8. Sort and distribute incoming mail, sort and frank outgoing mail;
9. Share in the planning and organisation of key events across the school, such as open days and parents evenings;
10. Deputise on reception when required, maintaining a welcoming environment for all visitors and students;
11. With guidance, take responsibility for the smooth organisation of another key areas of the school such as trips and visits, the staff/student bulletin or the booking of staff CPD;



## Believe Without Limits

13. Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with school policy and guidelines;
14. Support the child protection team with administration and liaison with external agencies;
15. Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training;
16. 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;
17. Ensure that all duties are performed in accordance with the school's policies and guidelines.

### **Cover duties:**

1. To set up staff cover in Arbor
2. To organise cover in advance for known absences at the school;
3. To organise day to day cover from 7.00am each day;
4. To share cover arrangements with all staff within Arbor
5. To ensure school events are accurately displayed in cover;
6. To manage supply staff timesheets;
7. To ensure positive interactions with supply agencies;
8. To ensure that supply staff are welcomed to the school and provided with key information relating to safeguarding, behaviour, fire evacuations procedures etc.;
9. To ensure that supply staff are thoroughly vetted before commencing work at the school;
10. To record and maintain staff leave of absence forms and sickness absence forms as well as annual leave applications for all year round staff;
11. To feedback to the Office Lead /SLT any causes for concern regarding supply staff conduct/suitability;
12. To provide best value support when procuring staff through supply agencies.

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.



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## 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)
- 5.

### 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 Islington Futures Federation, the Teaching School and School (E)

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



# Believe Without Limits

## Selection Process and additional information

### **Recruitment timeline**

**Closing Date: Tuesday 22nd September 2026 9am**

**Interviews: W/B 28th September 2026**

### **Safeguarding**

EGA operates in line with **KCSiE 2026** safer recruitment practices. Please expect high levels of scrutiny, including enhanced DBS checks and thorough reference verification. 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. 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.

*Please follow link for our school safeguarding policy*

<https://www.egaschool.co.uk/258/policies>

### **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 the first day of tasks. Details will be made available when selected.

### **School Visits**

School visits in advance of application are highly recommended and can be requested by emailing [admin@egas.org.uk](mailto: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](mailto:admin@egas.org.uk)



# Believe Without Limits

## **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.

*\*Please use AI with caution as we need to hear your views and opinions.*



**Believe Without Limits**

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**[admin@egas.org.uk](mailto:admin@egas.org.uk)**