

Job Description

Cover Manager & PA to the Headteacher

Job Details	
Grade	
Job Evaluation Number	
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job provides comprehensive personal assistant support to the Headteacher. It oversees the school's cover system, and manages all daily cover arrangements for staff. It provides confidential administration, diary coordination and stakeholder communications. It ensures safeguarding and policy compliance and supports key school operations.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

PA Support

- Acting as the first point of contact for staff, governors, councillors, parents, carers, and external visitors seeking contact with the Headteacher.
- Coordinating and confidentially managing all administration for the Head Teacher including emails, letters, phone calls, typing, photocopying, filing, diary management, meetings preparation, minute taking, visitor arrangements, review schedules and hospitality.
- Drafting school documents and correspondence under the Headteacher's direction, including reports, complaints management and responses to requests for information.
- Supporting the Headteacher and Senior Leaders with preparation for meetings and events.
- Monitoring and following up any outstanding actions, ensuring deadlines are met, for example preparing letters, communicating decisions, monitoring actions, managing complaints or preparing action plans.
- Maintaining effective filing systems to support the Headteacher and senior leaders, including Ofsted-ready files, school plans, policies, and reviews.
- Coordinating the school's policy review process.
- Liaising regularly with the Clerk to Governors and ensuring all necessary documentation is

prepared for Governor meetings.

- Providing administrative support for student exclusions and other key areas as directed by the Headteacher, for example Educational Visits, First Aid or Single Central Record.
- Creating, maintaining and reviewing as appropriate the flow of information between Headteacher and key stakeholders.
- Providing administrative support to senior leaders as required.
- Attending Governing Body and Senior Leadership Team meetings as required.

Managing Cover

- Overseeing all arrangements necessary for quality cover to be provided for planned and emergency requirements, acting as main point of contact, organising timetable changes and re-rooming, communicating cover arrangements to staff, providing induction for temporary staff and ensuring cover staff have access to the relevant systems and resources.
- Administering all aspects of planned and emergency daily cover for absent teaching and non-teaching staff, including management of staff absence calls, coordination of authorised requests for leave of absence and cover, updating staff absence records and keeping an up to date record of all cover used within the school.
- Managing safeguarding and quality assurance processes for all cover staff, including overseeing vetting checks, assurance letters and updating of the Single Central Record for supply and temporary staff.
- Providing feedback and reporting concerns to senior leaders regarding supply and cover arrangements, advising on staffing implications and operational impact.
- Adhering to financial procedures and controls regarding agency cover and liaising with the Business Manager as required to ensure timesheets and invoices are processed accurately and promptly.

Administration Support

- Providing support for HR processes and procedures, including confidential personnel administration and coordination of recruitment activity
- Supporting administration of the school's first aid provision, including maintaining first aid logging systems, monitoring medications, communicating with parents and carers regarding first aid incidents
- Providing support as needed for general administrative and reception services.

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold GCSEs or equivalent in English and Mathematics at grade C/4 or above
Qualifications	AF/Q	Hold a Level 3 qualification or equivalent demonstrable experience
Experience	AF	Have experience providing high quality senior administrative support in an educational or equivalent setting.
Skills	AF/I	Be proficient in Microsoft Office applications and management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016)
Skills	AF/I	Have excellent written and verbal communication abilities for diverse stakeholder interactions.
Skills	I	Have good attention to detail in drafting correspondence and maintaining accurate records.
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to remain calm under pressure.
Competency	AF/I	Be able to both work independently and work well as part of a team
Competency	AF/I	Be skilled in email management, diary management and coordinating complex schedules for senior leaders.
Competency	I	Be skilled at managing staff, students, parents/carers and visitors who may be distressed, impatient or angry.
Knowledge	AF/I	Demonstrate understanding of key policies and

		procedures relevant to the role, including data protection, safeguarding and school governance.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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