

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



Cover Administrator

25 hours per week, 41 hours per year

To Start ASAP

Application Deadline:

09:30hrs Thursday 3rd May 2018

Belonging Education Determination Excellence Service



About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017
Attainment 8	54.9
Progress 8	+0.48
EBACC	43%
EBACC entered	74%
4/C+ English	84%
4/C +Maths	89%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



“A zest for learning permeates the whole school. Teachers’ high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience.” Ofsted 2017

Support Staff at St Bede's

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. As you would expect in a large secondary school; support work is varied.

St Bede's support staff work in the following areas:

- **Central administration team** – providing general administrative support to senior and middle managers, this team includes our Reprographics officer and Receptionists
- **Exams office** – responsible for all administrative work related to public examinations (GCSE – A level)
- **Finance** – managing school budgets, administration of school trips, lettings, purchasing, and payment of invoices,
- **Personnel** – providing a generalist HR service and liaising with Surrey County Council payroll team
- **Premises team** – responsible for maintenance & development of the school site, setting up rooms for exams, concerts etc.
- **School shop** – shop assistants
- **SIMs office** – maintaining student records in various systems and completion of data returns to external agencies; monitoring attendance and liaising with external agencies; administration of assessment and reporting system to parents; administering school admissions and liaising with Surrey County Council School Admissions and Transport team; providing first aid; dealing with day to day student issues including illness, lockers, canteen accounts and lost property, etc.
- **Timetabling & cover**– the people filling these posts support each other and work with senior leaders to develop and maintain whole school timetables; arrange short to medium term cover for absent teaching staff; and plan room changes.
- **Curriculum support** - roles such as Learning Support Assistants, Library Assistants, Cover Supervisors, Science Technicians and IT Technicians.



Job Profile

St Bede's is a voluntary-aided school in which the staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community. The contractual basis of this post is the Surrey pay scale, currently in force as adopted by St Bede's Governors, and the written contract offered for signature on appointment.

Purpose

To serve the mission of St Bede's as a Christian school by organising cover for teaching staff absence and co-ordinating room changes for planned events during the school day.

Salary and working hours

25 hours per week, 41 weeks per year (term time plus 2 weeks during school holidays). 5 hours per day Monday to Friday with flexibility for additional time as necessary
Surrey Pay SP6, starting salary £ 13,418 per annum.

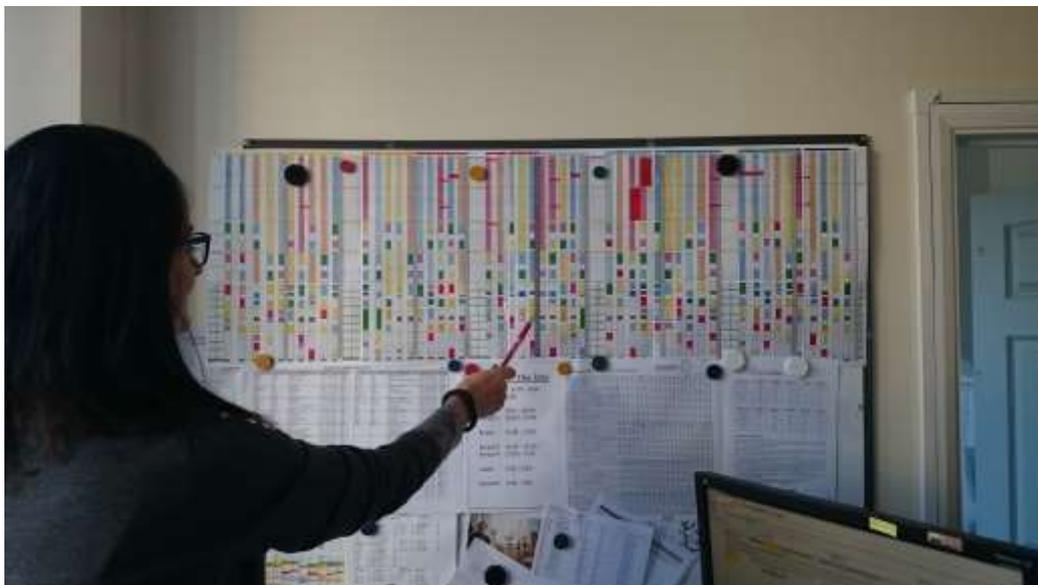
Responsible to

Heads of School

Key Accountabilities

- Overall responsibility for organising cover for teaching staff absence
- Booking and co-ordinating supply teachers by liaising with agencies and their staff
- Keeping records of agency staff working hours and signing off time sheets
- Liaising with HOD's when recruiting short-term staff
- Keeping accurate records of all staff absences
- Maintaining school cover email and calendar
- Communicating all cover bookings to staff
- Inputting cover onto SIMS and ensuring SIMS accurately reflects daily cover provision
- Liaising with the Cover Supervision Team
- Liaising with the Timetable Officer as necessary
- Liaising with the Finance Department re: invoices from Agencies
- Providing emergency cover for staff during the school day - keeping SIMS updated continually
- Room Changes - Co-ordinating room changes for planned events during the school day (eg examinations), ensuring accuracy on SIMS and clear communication to all affected
- Deal with email, telephone and face to face enquiries on both cover and room change issues

- Working with timetable officer to maintain current timetable.
- Working with timetable officer to develop the future timetable
- Methodically entering accurate data into the computerised timetable system
- Performing other administrative duties as required and directed by Senior Leadership Team Members / Admin Team Manager/ HR Officer.



Person Specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • Able to support the aims and mission of an ecumenical Christian school 	<ul style="list-style-type: none"> • Personally committed Christian, member of any denomination served by the school.
Education and Training	<ul style="list-style-type: none"> • Good general level of education. Able to work accurately and quickly on complex data • Sound ICT skills, competent and confident with a range of applications • Able to respond to technical training 	<ul style="list-style-type: none"> • Formal qualification in administration and / or ICT use
Experience	<ul style="list-style-type: none"> • Successful administrative experience 	<ul style="list-style-type: none"> • Successful experience in school environment
Personal Qualities	<ul style="list-style-type: none"> • Sense of humour • Meets deadlines, works calmly under pressure • Able to communicate directly with a wide range of staff • Flexible and reliable 	

How to Apply

If you would like to apply please complete our application form for Support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

Mrs C. Whybra
Personnel Officer
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on 3rd May 2018

Interviews will be arranged as soon as possible.

We look forward to hearing from you.



Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".

"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".