



Hillcrest School & Sixth Form Centre

Job Application Pack

Cover Supervisor /Admin

'Students' conduct is excellent. Around the school and in lessons, students are courteous and confident.'

'Strong ambition for improving outcomes for all students has led to good examination results.'

(Ofsted, July 2017).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172
Fax: 0121 428 1075

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack along with the information on our school website useful.

Hillcrest School is an all-girls 11 to 16 school with a mixed sixth form located on a green field site in Edgbaston constituency on the south west edge of Birmingham. Our students come from a range of backgrounds from across Birmingham and surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013 and following a one-day short inspection in July 2017 retained our 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our next inspection.



At Hillcrest, we provide each student with the opportunity to achieve their full potential in both academic and social terms. We combine the best of traditional values with the very latest in teaching methods and technologies and extracurricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified team of teaching and support staff who are committed to delivering quality administration and support services to our school.

If you want to provide outstanding support for our staff and students within a forward thinking, hard-working school community, we would like to hear from you.

Thank you for your interest in our School and I would like to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher

'Pupils' conduct is excellent. Around the School and in lessons, pupils are courteous and confident.'
'Strong ambition for improving outcomes for all pupils has led to good examination results.'
(Ofsted 2017)



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Advert – Cover Supervisor / Admin

36.5 hours per week, **Term Time Only**

Grade 3 (£21,269 to £27,514 pro rata)

(£18,602 rising to £24,065)

7.15/7.30am start

Hillcrest School seek to appoint an enthusiastic, friendly, proactive team player to join our busy administration team. The focus of this role is in two parts:-

- 1) To manage the administration of staff absence on a daily basis.
- 2) To supervise classes during the short term absence of the class teacher.

The successful candidate will have excellent administration, communication and IT Skills (including excel and database) and will need to be flexible, organised and have the ability to work to tight deadlines.

Classroom supervision and/or school admin experience would be advantageous but full training will be given.

The ability to start work every morning at 7.15/7.30am is essential.



Closing date for applications:

Friday 26th August 2022

**Interviews to be held at the beginning
of term in September 22**

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is committed to equal opportunities in employment and positively welcomes your application. Successful candidates will be required to undertake an enhanced DBS check and relevant safer recruitment checks. Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity with children.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role



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Job Description

Job title:	Cover Supervisor / Admin
Department / Location:	Support Staff
Accountable to:	Data Manager/SLT
Salary Grade / Range:	Grade 3
Job Purpose	
To manage staff absence on a daily basis, ensuring all timetabled lessons are covered – this is a vital role in ensuring the smooth running of the school on a daily basis.	
To supervise whole classes during the short term absence of the class teacher.	
Work Performed	
<p><u>Cover Administrator</u></p> <ul style="list-style-type: none"> • Administrate and arrange cover by managing the day to day short term cover for staff absence. • Allocate cover effectively, efficiently and fairly. • Enter and record all requests for cover onto the database system and into the cover diary, planning ahead where possible. • Receive calls and information from staff regarding their absence. • Post the daily cover sheet on the cover board. • Induct new supply staff and prepare a welcome pack for them. • Ensure that rarely cover guidance and agency worker regulations are adhered to. • Liaise with agencies, including consulting on contractual terms, negotiating preferential rates, obtain CV's and co-ordinate interviews of agency staff for short and long term cover. • Check and authorise agency timesheets on a weekly basis and ensure invoices are matched against timesheets for accuracy and correct budget. • Input staff absences on to the EPM HR portal on a daily/weekly basis. • Ensure compliance with regulations and safeguarding are met in terms of safer recruitment and ensure this information is passed to the Headteacher's PA. • Produce/maintain recording systems to record staff absence and special leave of absence data. • Produce statistical information on staff absence in a variety of formats eg excel, charts. • During examination periods liaise with Information and Data Manager to arrange appropriate staff cover. • Arrange re-rooming of lessons as necessary. • Ensure that systems (eg Progresso, EPM portal) are kept up to date. • Provide room 35 cover in the event of emergencies. <p><u>Cover Supervisor</u></p> <ul style="list-style-type: none"> • To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures. • Manage the behaviour of pupils in line with the Getting It Right Policy whilst they are undertaking this work to ensure a constructive environment. • Respond to any questions from pupils about process and procedures but excluding lesson content. • Deal with any immediate problems or emergencies according to the school's policies and procedures. • Collect any completed work after the lesson and return it to the appropriate teacher. • Report back to the teacher as appropriate on the behaviour of pupils during the class, and any issues arising 	

- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required

Whole School Administration

- Provide general office administration cover and support the day to day running of the school as a team.
- General word processing, photocopying, filing etc.
- To provide exam invigilation during exam time on a rota basis.
- To provide reception cover (in emergencies)

Other

- To be a first aider
- To be responsible for weekly submission of own timesheet.
- To attend and participate in meetings, parents evening and school events as required.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote all school policies.
- To deal with all telephone and personal enquiries (internally and externally) efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

Responsibilities

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

People

- No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection and equality and diversity obligations, as set out in this job description

Financial

- No financial responsibility other than a responsibility to report to the Headteacher any financial risks identified e.g cash not secured, potential theft or impropriety.'



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Person Specification

Job title:	Cover Supervisor / Admin
Department / Location:	Support Staff
Accountable to:	Data Manager/SLT
Salary Grade / Range:	Grade 3
	Essential Criteria
Experience	<ul style="list-style-type: none"> • Experience of working in an administration/office environment • Experience of working with children (in a classroom setting) • Experience of using Microsoft programmes including Excel, Word and email. • Experience of using database applications, including quick and accurate inputting and producing data and reports.
Skills and Abilities	<ul style="list-style-type: none"> • Proven interpersonal and communication skills to deal effectively with staff, students, parents and outside agencies, in person and on the telephone. • Excellent record keeping skills. • Discreet and considerate when dealing with sensitive and confidential matters. • Able to work under pressure. • Good organisational skills and has the ability to organise work schedule • Flexible and able to respond calmly to a range of requests. • Able to work as part of a team, developing and maintaining effective working relationships with staff at all levels • Ability to work on own initiative with minimum supervision • Ability to set and maintain high standards • Ability to safely manage classroom activities, the physical learning space and classroom resources. • An understanding of a range of strategies to deal with classroom behaviour. • Ability to relate to and work with young people.
Education and Qualifications	<ul style="list-style-type: none"> • A*-C in GCSE or equivalent in English and Maths • First Aid certificate (desirable)
Other Requirements	<ul style="list-style-type: none"> • Must be able to work flexibly and within contracted hours • Attendance at meetings, INSET, parent's evenings and school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment

How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>

If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements as outlined in the job description and person specification. You should give clear examples rather than simply stating that you possess certain skills and abilities.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to, we will assume it is acceptable to contact your references at any time.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date.

Electronic application forms should be sent to: enquiry@hillcrest.bham.sch.uk

Postal application forms should be sent: F.A.O Headteacher, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days)

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