



- Post Title:** COVER AND DATA MANAGER
- Grade:** 6 POINT 21-26
- Hours:** 37 hours: 7.30 am – 3.30 pm (Monday – Thursday)
7.30 am – 3.00 pm (Friday)
Term-time only + 3 Inset days + 5 days (or equivalent, as the post-holder on occasions, may be required to work outside of their core hours), this is to include 4 specified days associated with the download and distribution of GCE and GCSE results
- Line Manager:** Office Manager / SIMS Manager and Deputy Headteacher

Scope of the post:

To facilitate the smooth running of staff cover and absence along with supporting the wider data handling needs of the school. To be part of the Admin Team ensuring the smooth running of all aspects of administrative work across the school. This job description will be reviewed annually.

All employees of Haslingden High School will:

Cover

1. To be part of the Admin Team ensuring the smooth running of all aspects of administrative work across the school
2. To be responsible for staff cover on a daily basis, including lessons and daily duties, arranging cover as appropriate and ensuring all information is entered in the school diary
3. To liaise with supply agencies in order to obtain suitable supply staff as required, providing their induction and authorising time sheets
4. To be responsible for managing the school supply budget
5. To manage cover supervisors and supply staff on a daily basis
6. To be responsible for the preparation and planning of the logistics for Learning Enhancement days
7. To arrange cover for assemblies, SLT late duties, break duties or any other occasion when staff are unexpectedly absent
8. To maintain staff absences on the school's MIS system, provide absence reports as requested by the School Leadership Team
9. To check all absence requests to ensure that adequate cover is available on the requested days
10. To assist with the organisation of school events by ensuring adequate staff cover and room changes are made
11. To be responsible for arranging temporary, short-term room changes when required and permanent room changes in Nova T6
12. To be responsible for room bookings for the Training Room
13. To assist the Examinations Officer when required and to deputise in their absence

Data Tasks

14. SISRA – to support the Deputy Headteacher with producing reports from SISRA and ALPS
15. Updating and maintaining student timetables and class lists
16. Liaising with and assisting the assistant headteacher responsible for timetabling in relation to permanent room changes and working within Nova T6
17. Create timetables for new students by allocating classes
18. Import / export data sets (eg CATS, reading ages, class lists) to and from SIMS
19. Support the SIMS Manager with the design and the delivery of school reporting to parents via the reporting system
20. To support the SIMS manager in preparing statutory student returns to the DfE
21. To assist the school business manager with the preparation of the school census
22. To undertake any other such duties as are commensurate with the grading of the post