 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**JOB DESCRIPTION**

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| **Title of Post:** | **Cover Co-ordinator and Medical Officer** |
| Purpose: | To ensure the efficient running of cover procedures for absent colleagues, minimising the impact on students.  To provide care for known students with medical issues and to communicate this to staff.  To ensure first aid provision for students who may be in need of support. |
| Responsible to: | Office Manager and SLT |
| Liaison with: | Headteacher, Senior Leadership Team, Office Manager, any other non teaching support staff |
| Working time: | 37 hours per week, term time plus one week  Early start – 7.00am to 3.00pm |
| Salary points: | 9 - 12 |
| Disclosure Level: | Enhanced |
| Essential: | * Must be proficient in the use of I.T. systems such as Word. |
| Key Areas of Responsibility: | * Arranging cover. * Medical, EHCPs and K for Inclusion Manager. * Manage diabetic students. * Care plans for students. * Student vaccinations. * Book training needs for all staff. * Reception support. * First aid support. |
| Cover: | * Ensure staff are aware of the cover procedures for absence, training, appointments or any leave that is needed during school hours. * Ensure all registration periods and lessons are covered so that students are supervised and their safety and education is not impacted. * Manage the administration of cover including use of internal staff, contacting bank and supply staff, and/or agencies to book daily cover. * Print off registers and registration cover slips and put in staff pigeon holes/email as relevant. * Assign registers to cover staff on SIMs. * Ensure all HoDs are notified of the need to produce cover work in the event of an unexpected absence for years 7-13. * Email form tutors to give information of room changes for the day to students. * Manage changes in cover throughout the day, updating cover spreadsheet and notifying HR. * Plan for the next day’s cover, and other upcoming events involving cover/room changes. * Input of all cover registers on SIMs throughout the day, chasing registers when not received. Shred registers weekly. * Contact agencies for specialist staff for long term absences, pass on CVs to HoDs and LMs. * Blue forms – check cover required for all blue forms received to pass to Headteacher. Once approved update SIMs, photocopy, pass original back to staff and file copies. * Prepare monthly timesheets for supply staff and rarely cover, print off cover reports to match timesheet claim form. Photocopy and file, originals to Finance Officer. * Keep rarely cover spreadsheets updated, and usage of supply staff for DBS purposes. * Taking registers in teacher’s absence, sitting with a class if teacher is called away or in emergency situations. |
| Room Changes/Bookings: | * Examination room bookings – put on SIMs all examination rooms throughout the examination period. * Email affected staff to see if they are happy for their room to be used and/or rooms to be moved if room is not free. * Manage room bookings both for lessons and meetings. * Let Reception know of any room changes made during the day. |
| Medical: | * To ensure procedures for supporting all students with known medical needs is in place as instructed by the Inclusion Manager. * To manage all care plans and medical EHCPs in liaison with the Inclusion Manager. * To liaise with all healthcare professionals to ensure the smooth running of in school vaccination programmes planning for and delivering an effective service. * To liaise with parents regarding students’ sickness/injury. * Ensure that all First Aid box supplies are checked and replenished every term. * Assist with visits from nurse, dentist etc. |
| Additional Duties: | * Support Reception and first aid as and when required. * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
| Other Specific Duties: | * To support the school in meeting its legal requirements for worship. * To promote the school’s corporate policies. * To continue professional development as agreed. * To actively engage in the staff review and development process. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: ……………………………………………………… Cover Co-ordinator and Medical Officer

Signed: ……………………………………………………… Line Manager