

Job Description

Kennet School



Cover and Lettings Administrator

Job Title:	Cover and Lettings Administrator
Hours and Weeks	37 hours per week, term time only, plus 5 occasional days
Working Hours	7am to 3:30pm Monday to Thursdays, 7am to 3pm Fridays
Responsible To:	Assistant Headteacher

Job Summary

The Cover and Lettings Administrator plays a crucial role in ensuring the smooth operation of the school by managing staff absences and arranging cover for lessons. Responsibilities include coordinating with supply teachers and liaising with department heads to understand specific cover needs and assisting with trips paperwork when necessary. In addition, the role is responsible for the day-to-day administration of the school's lettings programme, including managing enquiries and bookings, liaising with external hirers and community groups, and ensuring facilities are prepared and available for use.

Main Duties & Responsibilities

- Coordinate and manage daily cover for absent staff, including arranging supply teachers and internal cover.
- Maintain and update the cover diary, ensuring all absences are recorded accurately.
- Communicate cover arrangements to staff, supply agencies, and senior leadership team.
- Monitor and manage the cover budget, ensuring cost-effective use of resources.
- Provide administrative support related to cover, including processing timesheets and invoices for supply staff.
- Manage enquiries and bookings for the hire of school facilities, responding promptly and professionally to potential hirers.
- Maintain an accurate lettings calendar, ensuring bookings do not conflict with school activities and that all arrangements are communicated clearly.
- Prepare and issue hire agreements, invoices and associated paperwork for external lettings.
- Liaise with site staff and external hirers to ensure facilities are opened, set up and ready for use.
- Act as the main point of contact for community users, dealing with queries and resolving any issues relating to lettings.
- Monitor income from lettings and support the effective administration of the lettings budget.
- Assist with general administrative tasks as needed, supporting the smooth operation of the school office.
- Ensure safeguarding procedures are followed by all supply staff and that they are familiar with school policies.
- Ensure all external hirers are aware of and comply with relevant school procedures, including safeguarding, health and safety and site regulations.

General Requirements

- Excellent administrative and IT skills
- A 'can do' attitude with excellent communication skills
- Strong organisation and planning skills
- Good written skills and a keen eye for detail
- The ability to work under pressure and to deadlines
- A quick learner
- Good understanding of confidentiality

- Reliable
- Committed to safeguarding pupils
- Good interpersonal skills
- Be a self-starter and follow tasks through to completion.
- The ability to manage competing priorities and work flexibly across both cover and lettings responsibilities.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.