



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our mission is simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings', our values drive all that we do and as a result we aim for all staff to enjoy impeccable behaviour with respectful, hardworking, and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of Cover Co-ordinator & Admin Assistant provides an exceptional and invaluable service to the school.

We have the same ambitions for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where teachers and support staff thrive because we keep learning at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will:

- Be an efficient, proactive, and calm administrator with excellent IT skills, who enjoys working in a varied and at times fast-moving environment.
- Understand the intricacies involved in providing the right cover solution for each lesson.
- Demonstrate personal and professional integrity, including modelling the school's mission and values.





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Job title: Cover Co-ordinator & Admin Assistant

Required: July 2023

Location: Kings' School, Winchester

Salary: Grade C £21190.00 - £22215.00

Hours: 37 hours Monday – Friday 8:00-16:00 - 40 or 52 weeks contracted weeks (to be discussed with successful candidate)

We are looking for an enthusiastic and reliable Cover Co-ordinator & Admin Assistant to join our excellent Admin team from July 2023. You will assist the Office Manager with ensuring that daily cover requirements are met, staff duties are prioritised, and staff induction is processed effectively, ensuring that the appropriate deployment of staff is arranged.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

Staff can undertake additional paid morning, lunch and after school duties.

For further information and to apply for this position, please visit our [website](#).

Please submit your application to, recruit@kings-winchester.hants.sch.uk

Closing Date: 12:00 Wednesday 21st June 2023

Interview Date: To be confirmed

We reserve the right to close this advert and/or interview at any time.





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Kings' School mission and values

At Kings', our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description

Job purpose, including main duties and responsibilities:

SIMS (School Information Management System)

Cover

- Setting up daily cover requirements and room changes for absences and special events e.g., exams.
- Allocating cover supervisors, supply staff and teachers to cover staff absence.
- Producing cover and absence statistics as required by the Senior Leadership Team
- Keeping school diary up to date with approved absences.
- Record staff absence/email absence forms to staff where applicable.
- To enter information relating to staff in the school to ensure the effective deployment of staff and the maintenance and production of appropriate records.
- Co-ordinate staff duties including lunchtime and bus duties ensuring any absences are covered daily.

New Starters

- Set up all new starters on SIMS and allocate access rights, school email and logins. To include arranging an induction with key members of staff and organising welcome pack, staff badge etc.

Record Keeping

- Update staff and pupil records as required. Including inputting Data Collection forms for incoming Year 7 pupils.

School Census

- Complete termly school census and upload to the government portal.

Admin

To provide general administrative support within the school office as directed.





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Person Specification

A Qualifications	
GCSEs Grade A-C or equivalent, in Maths & English.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Evidence of an understanding of safeguarding within schools.	A/I
Proficient user of ICT equipment including databases, spreadsheets, and other software products with specific knowledge of Microsoft Office.	A/I
Experience of SIMS is desirable but not essential.	A/I
Experience of uploading data and downloading from external databases.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I
Effective communicator.	A/I
Able to work on own initiative.	A/I
Demonstrate an eye for detail and self-reliance.	A/I
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values, and ethos excite you, please do [visit](#) the school website or contact us to find out more about our school, the role, life in Winchester and how to apply.

