



KINGS'

SCHOOL · WINCHESTER

Job title: Cover Co-ordinator & Admin Assistant

Salary: Grade C £24,405.00 - £25,430.00 FTE (actual £21,410.00 - £22,309.00)

Hours: 37 hours Monday – Friday 8:00-15:30 40 weeks a year

We are looking for an enthusiastic and approachable person to join our excellent school support team.

We are looking for an enthusiastic and reliable Cover Co-ordinator & Admin Assistant to join our excellent Admin team. 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.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Support the SLT and Office admin manager with general admin duties.

Why Kings'?

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Staff swimming – free staff swim slots at our indoor heated pool.
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).





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

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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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 pupil starters on SIMS and remove pupil leavers from roll.
- Transfer/upload CTF files from the DfE website

Record Keeping

- Update pupil records as required.
- Manage information on Applicaa, our new starter recording platform.

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.

