



SHENFIELD HIGH SCHOOL

COVER & ADMIN OFFICER

SEPTEMBER 2025

Information for candidates

COVER & ADMIN OFFICER

Required September 2025 or sooner

The role

This is an exciting opportunity to join Shenfield High School as a cover and administrative officer. The right candidate will have excellent organisational and prioritisation skills as well as outstanding attention to detail.

The primary responsibility of the post holder will be to act as the first point of contact for all short-term planned and unplanned staff absence.

You will also be supporting with the general administration for school HR and operations, ensuring strict confidentiality and demonstrating effective communication skills. The ability to prioritise is also essential.

Experience of working in a secondary school environment and understanding of SIMS (School Information Management System) would also be a significant advantage, however training will be provided.

The successful candidate must be personable and professional, able to communicate effectively with various stakeholders as well as external stakeholders.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Employee Assistance programme
- Continuous CPD programme including NPQs and National College qualifications

We can also offer you:

- Supportive onboarding
- Generous pension scheme
- An all-inclusive and diverse organisation
- Free parking
- A happy working environment with supportive colleagues - 'Team Shenners'

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

Please apply using the application form found on the school website - www.shenfield.essex.sch.uk, and a covering letter that outlines how your experience and skills fulfils the job description and person specification;

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Closing Date is 30th June 2025

Job details

Start date: 1st September 2025 *or sooner*

Salary: Scale 6, point 13 – 17. Plus fringe allowance, £706.

- *Full-time equivalent: £28, 163 - £30, 060 including fringe £706.*
- *Pro-rata'd salary £19, 797 - £20, 811 including fringe allowance £706.*

Working Hours / Weeks: Term time only (38 weeks)

- Monday – Friday, 7am – 1.30pm, 30 hours per week

Contract type: Permanent

CLOSING DATE: 18th June 2025

Interviews:

Please apply using the application form and a cover letter that outlines how your experience and skills fulfils the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

JOB DESCRIPTION: COVER & ADMINISTRATIVE OFFICER

Reporting to: SLT and HR Manager

Overall Purpose of Post

To provide efficient and administrative support ensuring smooth running operations

Main purpose

- To organise and administer the daily 'cover' arrangements for those staff who are not available for their normal teaching commitment
- To ensure that the daily cover system operates equitably and fairly and to keep records for staff inspection of the cover done
- To maintain and amend records for each member of staff
- To respect confidentiality at all times
- To provide admin staff for HR and Operations

Cover Officer

- To review notifications of staff absence setting cover where applicable ensuring the safety and supervision of students as priority.
- To maintain accurate attendance records for each member of the teaching staff and ensure that this information is provided to the HR Manager for inclusion in the monthly absence return required by Payroll
- To discuss these records with the HR Manager on a regular basis and bring to attention any concerns relating to teacher absences, especially those indicating potential long-term absence
- To meet with the HR Manager on a weekly basis to discuss the school calendar and timetable requirements
- To engage supply teachers, after consultation with the HR Manager, for the purpose of covering staff who are unavailable to teach and to keep an up-to-date register of such supply staff
- Provide clear guidance for visiting agency staff regarding policy and actions required.
- To be responsible for ensuring that the needs of supply teachers are met, including their submission of a salary claim for cover completed inside the established timescale
- To liaise and co-ordinate with the Examinations Officer regarding room and cover requirements during assessment periods
- Use SIMS for the recording and interpretation of data
- Attend relevant school meetings as required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Administrator

- To work flexibly to meet key deadlines throughout the academic year.
- Assist in the production of data and related information as requested.
- Ensure full compliance with GDPR/data protection legislation and all other regulations.

As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover and Admin Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

| CRITERIA | QUALITIES |
|------------------------------------|--|
| Qualifications and training | <ul style="list-style-type: none"> • Experience of administrative work in a busy office environment • GCSE English and Mathematics Grade C/4 or above |
| Experience | <ul style="list-style-type: none"> • Experience working in a school desirable • Knowledge of general school policies and procedures • Good literacy and numeracy skills • Experienced with the use of Microsoft office software packages |
| Skills and knowledge | <ul style="list-style-type: none"> • Ability to complete forms and write routine letters • Good organisational skills • Ability to work accurately with attention to detail • Ability to manage own time effectively • Excellent Interpersonal skills and communication skills both written and verbal. • Working knowledge and skills of ICT to support learning (highly desirable); • Ability to encourage pupils to learn using pre-set material; • Ability to undertake varied duties; • Ability to demonstrate limits of responsibility; • Ability to work under direction of different people and as part of a team; • Able to organise own workload in the context of varied tasks; • Able to work calmly under pressure; • Ability to critically evaluate own performance and make any necessary changes to be more effective. • Unswerving commitment to implementing whole school/staff policies relating to the safeguarding of children. • Be prepared to develop and learn in the role |

ABOUT US

"Our vision is to prepare our students to embrace all opportunities and fulfil all ambitions. We strive to ensure our students are known and known well and prepared for a future of lifelong learning"

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We have over 1500 students on roll including more than 300 students in our sixth form; this year we have received over one thousand applications for 240 places in year 7 in September 2024.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



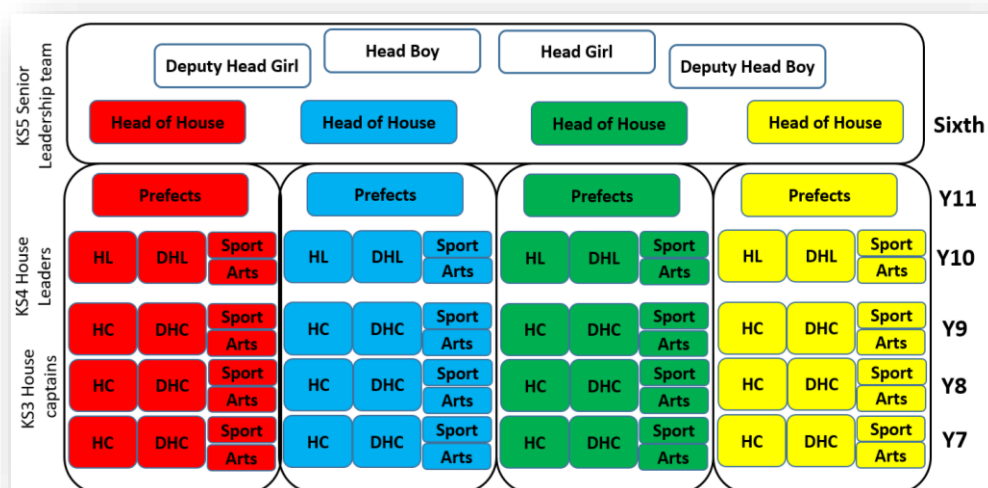
Extra Curricular

"The secret of success is to be ready when opportunity comes..."

The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



Our school values form the basis of our behaviour and rewards policies and underpin our school culture whilst our House System forms the scaffold for our student leadership structure.



Student Leadership is no more evident than in our Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee-paying schools.



- Three Year School Strategic Plan put in place to limit lurches based on annual outcomes
- 'People' a key part of strategic framework for all decision making
- Weekly briefing to limit whole staff emails and to ensure the week ahead is planned for
- Meeting time for 2023-24 stripped back
- Team Leader briefings reduced in frequency and duration
- Teacher contact time reduced across the board in 2023-24
- Wall planner showing key dates for the year ahead
- No requirement for data drops in school monitoring cycles
- Only one parental report each year with no requirement of written input from teachers
- All staff have access to external support service
<https://www.educationsupport.org.uk/>
- HR Manager and Head teacher are MHFA trained
- Senior designated mental health lead in post ([Georgia Edwards](#))
- New mental health strategy in place
- GOVOX introduced to support individuals with tips to support mental wellbeing and to also provide school leaders with information on wider staff concerns

SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing:

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school. On the following page you can find an overview of our strategic framework that highlights our key focus areas for the years ahead.

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour, contact the Headteacher's PA, Mrs Watson c.watson@shenfield.essex.sch.uk

- **The deadline for applications will be 30th June 2025**
- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk e.kirk@shenfield.essex.sch.uk.
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello

Headteacher

