

Cover & Trips Administrator

Candidate Information Pack

Closing Date: 12.00pm, Monday 15th December 2025



Contents

Welcome from the CEO	3
Welcome from the Head of School.....	4
Cover & Trips Administrator.....	5
Job Description	6
Person Specification	8
How to Apply	10
Employee Benefits.....	11

Welcome from the CEO

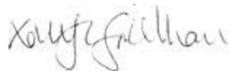
Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head of School

Dear Applicant,

Thank you for showing interest in the position of Cover & Trips Administrator at Egglecliffe School and Sixth form College.

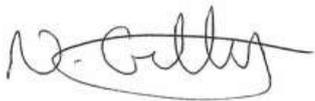
I am immensely proud to be Head of School at Egglecliffe, an inclusive school that passionately believes in championing all students from Year 7 to Year 13 to 'Be the best you can be'. Our high expectations, strong pastoral care, excellent teaching and learning, exemplary wider opportunities and innovative curriculum provides a truly outstanding education for our students. Our results in the summer 2024 exemplify this; $\frac{1}{4}$ of all A Level results were A/ A* and we achieved a very high percentage of students achieving a standard pass in English and Maths (80%). We place great emphasis on relationships; positive, respectful relationships between staff, students, parents/carers and governors underpins our success. We are proud to have been recognised, once again, as the number 1 school and sixth form in Teesside by the Sunday Times Parent Power League in 2022/23.

Our focus is on achieving excellence in all that we do to support outstanding academic and personal outcomes for all our students. This is evident in the way our community of students, parents/carers, staff and governors all work together to provide an engaging learning environment so that each student thrives, achieves their full potential and embraces the wonderful opportunities on offer.

If you feel this school, after reading the applicant pack, matches your own beliefs and values then we would be delighted to hear from you.

We look forward to hearing from you.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Neil Gittins', written in a cursive style.

Neil Gittins
Head of School

Cover & Trips Administrator

Job Title: Cover & Trips Administrator

Location: Egglecliffe School & Sixth Form

Start Date: As Soon As Possible

Actual Salary: £24,147 to £25,914 (Grade G, SCP 9 to 12)

Hours of Work: 37 hours per week, term time plus 10 days

Contract Type: Permanent

Closing Date: 12.00pm, Monday 15th December 2025

Interviews: Tuesday 16th December 2025

About the Role

This role provides essential administrative support within the school, focusing on managing staff cover, recording absences, and coordinating supply staff using systems like Arbor and MyHR. It also involves organising school trips, room bookings, student census data, and frontline student services. The role requires strong organisational skills, attention to detail, and a commitment to safeguarding, data protection, and the overall ethos of the school.

About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#) or contact Egglecliffe Office at vacancies@egglecliffe.org.uk

How to Apply

Please make sure that the application form is completed and returned via email to vacancies@egglecliffe.org.uk, addressed to Mr N Gittins, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

POST TITLE: Cover & Trips Administrator

GRADE: Grade G SCP (9-12)(TTO + 10 days, 37 hours per week)

REPORTS TO: Administration Manager & supported by Assistant Head Teacher

MAIN PURPOSE: Under the guidance of senior staff, the post holder will be responsible for managing the day to day operation of teacher absence cover together with managing trips & visits and completing other administrative and organisational processes.

MAIN DUTIES/RESPONSIBILITIES

Principle Accountabilities & Duties

- Use Arbor MIS to arrange cover for absent staff on a daily basis.
- Maintain spreadsheet of staff covers completed.
- Arrange for supply teachers to work in the school as necessary, complete ID & DBS checks and update the SCR with their details.
- Record supply staff movements for payment of invoices and confirm dates/hours for time sheets, as required.
- Arrange for CV's for long term supply staff, as requested.
- Distribute lesson paperwork to cover staff, if needed.
- Produce reports in connection with cover, as required.
- Use MyHR & Arbor to record staff absence, sickness, maternity etc. and maintain all staff absence paperwork.
- Lead staff absence management and ensure accurate records kept and produce relevant documents for SLT absence review meetings.
- Arrange and record school room bookings and room changes using Arbor as appropriate and record daily on Student Bulletin.
- Use Evolve and Arbor & ClassCharts to co-ordinate and manage trips & visits, including obtaining coach bookings.
- Responsibility for training staff on Evolve, as needed.
- Perform the termly school student Census and co-ordinate queries and errors. Upload to collect once complete.
- Process data items, e.g. class groups, as required.
- Undertake Student Services duties, providing support and assistance to staff and students.
- Help students who feel ill or who are injured. Notifying parents/carers, if necessary. Supervise students taking medication.
- To undertake any administration, work necessary to fulfil the role.
- To keep up to date with any changes in regulations or requirements in connection with the role being performed and implement these within the school.
- To keep up to date with relevant training required for the job roles being performed.
- To provide advice and guidance on principle accountability related matters to staff, students and others.
- Cover for absent colleagues as necessary.
- Any other appropriate duties as requested.

Resources

- Operate relevant equipment complex ICT packages.
- Provide advice and guidance for staff, students and others.
- To keep up to date with any changes in attendance monitoring regulations and implement these with the school.
- To undertake any administration, work necessary to fulfil the role.
- Help to set up and clear away for Parents'/Open Evenings. Attend the events, as needed, to register parents/carers on arrival and co-ordinate queries.

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Good level of literacy and numeracy NVQ3 or equivalent qualification in relative discipline, e.g. Business Administration Level 3 or appropriate experience.	AF, C	D1	5 GCSE's including grade C in English and Maths or equivalent. First Aid Training	AF, C AF, C
	E2	Experience of development, management and operation of administrative systems.	AF, I	D2	Knowledge of the education system/experience of working in a school environment.	AF, I, R
Experience & Knowledge	E3	Highly competent in the use of Microsoft Office packages	AF, I, R	D3	Experience and knowledge of current data protection practices.	AF, I
				D4	Awareness of risk.	AF, I
Skills	E4	Ability to work successfully as part of a team and to prioritise and multi task effectively to meet deadlines.	AF, I, R			
	E5	Ability to communicate well, both orally and in writing to a wide range of audiences, such as children, carers and other professionals including the ability to write clear, concise and accurate reports.	AF, I, R			
	E6	Good inter-personal skills including mediation and conflict resolution. With the confidence to challenge difficult behaviour and maintain a professional manner in challenging or difficult situations.	AF, I, R			
	E7	Ability to relate well to children and adults.	AF, I, R			
	E8	Good organisational skills.	AF, I, R			
Personal Attributes	E9	Ability to work under pressure.	AF, I, R	D5	Willing to participate in development and training opportunities.	AF, I
	E10	Flexible approach to work with a calm and unflustered manner.	AF, I			
	E11	Friendly and approachable manner	AF, I, R			
	E12	Confidence to challenge other professionals.	AF, I, R			
	E13	Ability to accept responsibility and use initiative within departmental protocols/procedures.	AF, I, R			
Special Requirements	E14	Suitable to work with children/young people	D	D6	Driving licence and use of own car	AF, I
	E15	Flexibility in work pattern may be required on occasion	AF, I			

Key - Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

How to Apply

Application forms and further details are available on the Trust's website -

sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to vacancies@egglescliffe.org.uk, addressed to Mr N Gittins, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer - Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Monday 15th December 2025

Interviews to be held: Tuesday 16th December 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.