



Bettridge School

Job Description

Staff Deployment Supervisor

Post: Staff Deployment Supervisor

Grade: 5 (Point 11 – 14) £28,142 – £29,540 pro rata

Actual Salary £9,790 – £10,277 pa

Special Conditions

- 15 Hours per week – Mon – Fri 7am – 10am
- Term time only, plus an additional week over the summer for the creation of the staff list (39 weeks)
- **Permanent**

Main Purpose of the Role

- Coordinate the daily deployment of teachers and teaching assistants, including agency staff, to ensure all classes are appropriately staffed in accordance with the school's operating guidance.
- Update and maintain the school's staffing calendar.
- Troubleshoot and arrange cover for staff absences at short notice.
- Support the smooth running of the school through effective staff scheduling.

Key Responsibilities

- Allocate teaching and support staff to classes each day, responding to changes as they arise.
- Liaise with agency providers to arrange temporary staffing as required.
- Maintain accurate and up-to-date records of staff deployment and any absences including emergency dependants leave.
- Communicate staffing arrangements to all relevant staff and leaders.
- Work closely with senior leaders to anticipate staffing needs.
- Provide timely and effective solutions to cover issues, ensuring minimal disruption to learning.

- Monitor the effectiveness of deployment processes and suggest improvements where appropriate.
- To support the leadership team with checking supply/overtime claim forms on software
- To set up/update the staffing calendar for the following day/week ahead with any known absences
- To maintain the staffing calendar with any staff/child changes
- To set up the staffing calendar for the following academic year

Person Specification

Qualifications and training

- Good general level of education (GCSEs or equivalent in English and maths)
- Evidence of relevant training in administration or staff management (desirable)

Experience

- Experience with scheduling, rota management, or staff coordination (preferred)
- Previous experience working in a school or education setting (desirable)

Skills and knowledge

- Strong organisational and time-management skills
- Excellent communication and interpersonal abilities
- Ability to work calmly under pressure and solve problems quickly
- Confident IT skills, including experience with Microsoft Office and/or scheduling software
- Understanding of confidentiality and data protection requirements

Personal qualities

- Reliable, proactive, and adaptable
- Positive attitude and ability to work as part of a team
- Commitment to upholding the ethos and values of the school
- High attention to detail

- Commitment to promoting equality and diversity

Continuing Professional Development:

- The ability to improve own practice/knowledge through self-evaluation and learning from others
- A desire to enhance and develop skills and knowledge through CPD

Manager's Signature	
Post Holder's Signature	
Date	