

## **Stopsley High School**

### **Job Description**

**Post:** Cover Manager

**Salary Grade :** L6 Point 21-25

**Responsible to:** SLT Link

**Working hours:** 7:00am to 3:00pm Monday-Thursday, 7.00am-2.30pm Friday – 37 hours per week – 39 weeks per year.

On occasion, the postholder may be required to work outside of normal school working hours for extended school activities.

#### **PURPOSE OF POST:**

To ensure staffing levels are maintained across the school during any periods of absence

#### **PRINCIPAL RESPONSIBILITIES:**

##### **Cover Manager**

1. Work in conjunction with the SLT Link to provide cover for planned and unplanned absence of teachers and support staff within the agreed system of supervision.
2. Communicate unplanned absence to Heads of Department/line managers.
3. Ensure cover work is provided by Teaching Staff during periods of absence
4. Manage the workload of in-house Cover Supervisors.
5. Buy in additional cover staff as required and monitor the budget accordingly.
6. Promote a positive student-focused approach, encouraging high levels of teaching and learning
7. Arrange for and communicate day-to-day changes in staffing and rooming
8. To be the main point of contact for supply staff
9. Use the SIMs and Every systems to keep a record of staff absence and provide accurate reports
10. Budget holder for Agency Staffing

##### **School Office**

1. To meet and greet students arriving at the Student hatch, deal with student queries, sign students out for appointments, deal with lost property as delegated by the Office Manager
2. To use the school's SIMs packages for reference purposes, i.e. looking up student timetables, etc.
3. To be conversant with the school switchboard in order to receive, action or redirect external and internal telephone calls and to pass on messages to staff and students and deal with visitors to reception at busy times, alongside the school receptionist
4. Provide administrative support to the school as directed by the Line Manager/ Headteacher by undertaking administration duties.
5. Any other task of a similar nature or level deemed necessary to enable the smooth running of the School Office.

## **Flexibility**

This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.

Such duties and responsibilities may be updated from time to time to reflect any changes to School procedures. Only significant additional duties or responsibilities as required by the Headteacher / Trustees will render the grade of the post liable for re-evaluation.

## **Standards and Quality Assurance**

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Follow and uphold school policies
4. Participate in staff training
5. Develop links with the LGB, MLT and neighbouring schools.

*These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation.*

*We are committed to safeguarding children and young people. We adhere to stringent recruitment procedures and all postholders are subject to a satisfactory enhanced Disclosure & Barring Service check. The post is exempt from the Rehabilitation of Offenders*