

JOB DESCRIPTION	
Post Title	Cover Manager and Administrator
Profile	BS3
Grade	5
Grade Spinal Point Range	15 - 20
Accountable SLT post	Assistant Head Teacher
Line Manager of Postholder (if different)	Officer Manager
Staff to be supervised or line managed by post holder	Cover Supervisors Lunchtime Supervisors
Post holder will work with	Cover Team Finance HR team Other teaching and support staff
Holiday and sickness relief	By and for other Support staff
Purpose of job	To ensure daily cover requirements are in place to cover teacher and support staff absence, directing Cover Supervisors and arranging supply as appropriate, monitoring cover impact. Support the Office Manager with school business administration.
	This post may work across the Trust schools.
Version revised:	December 2020

The post holder must at all times carry out his/her responsibilities within the spirit of school and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities:

To be responsible for arranging the covering lessons for short-term absent teaching staff to the standards required by the trust and appropriate external bodies. Once cover management duties are complete for the day you will then be responsible for supporting the business administrative functions as directed by the Office Manager. Duties will include, but not be limited to:

Cover Management

- Co-ordinate and administer daily arrangements for cover for absent colleagues (Teachers and support staff where applicable), arranging supply teachers and ensuring school is compliant with STPCD around "Rarely Cover" in connection with requesting cover by teaching colleagues.
- Direct and deploy cover supervisors effectively to ensure cover is provided where required
- Give clear, accurate daily timetable to cover supervisors and agency staff, as needed to enable them to work effectively.
- To performance manage cover supervisors in line with the Trusts appraisal policy
- Manage cover supervisors in line with the Trusts policies, e.g. absence management, management of after school hours, monitor extra hours are fulfilled
- Inform HR of staff absences and record relevant data in the cover diary and personnel systems used for staff cover, supply staff hours, sickness absence, INSET and personal leave
- Maintain HR data and reports on sickness and other absence in conjunction with HR colleagues
- Monitor the usage of agencies in relation to Agency Workers Regulations and workforce legislation regarding protection of teacher planning, preparation and assessment time
- To maintain supply agency/ supply teacher listings, keeping contact details, pricing etc up to date
- Liaise with supply agencies to achieve best value and organise long term cover when required
- Authorise payment of supply staff/ agency invoices against the cover diary and budget in line with finance system
- Notify relevant teaching staff of any need to provide appropriate work for pupils who are to be supervised
- To provide basic induction for supply teachers and cover supervisors, ensuring that: those new to the school can locate relevant facilities and fully understand what is expected of them in terms of policy and procedure (including Health and Safety and Behaviour policies); and those who have previously worked at the school are fully up to date with information
- Contribute to the development of, and implement agreed procedures for receiving, recording and acting on notification of planned and short-notice unplanned absence, communicating with relevant colleagues (SLT) as appropriate

- In consultation with all relevant colleagues to evaluate the impact of cover provision, preparing cover and absence returns for the school leadership team
- To facilitate the creation and maintenance of an activity bank (pre-set work produced by teachers); and other general activities produced/collected by the Cover Supervisor team; to be drawn upon by any cover supervisor in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity
- Produce regular reports for senior management and Governors on cover provision including costings
- To undertake administrative duties relevant to the role
- Make changes to cover and rooms as required during the day in response to emergencies/ unforeseen circumstances in conjunction with MIS team

Business Administrative Support:

- Undertake administrative duties, eg. answering complex enquiries, emails, typing, photocopying, filing, minute taking, reception duties and other IT based tasks
- Assist or support the school PA with PA duties if required, diary management, preparing and planning documentation for meetings
- Manage or audit the storage and/or sales of supplies in an orderly and secure manner as required
- Undertake complex financial administration within area of work e.g. Income received into Reception etc
- Administration support and data entry to maintain records on the school management information systems along with maintenance of manual and computerised records, ensuring accuracy of complex data.
- Produce and analyse management reports from various management information systems across the business support team as required
- Plan, develop and organise school business administrative systems and processes
- Administer complex procedures and provide advice and guidance to colleagues on processes and protocols
- Assist with the management of admin processes and facilities as directed
- Prepare and agree school calendars and rotas
- Assist with the development and production of marketing and promotional materials

Support for Trust/School (included in all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc.
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc. are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities – All support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.