



Candidate brief for the position of: **Timetable and Cover Manager**

Bullers Wood School for Girls and Sixth Form

Application Deadline – ASAP





Dear Applicant

Thank you for expressing an interest in the post of Timetable and Cover Manager at Bullers Wood School for Girls and Sixth Form. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available asap and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please contact Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email csharp@bwsgirls.org.

We very much hope to receive your application.

Yours sincerely

Simon Hardwick
Headteacher

q u o d p o t e s t e n t a





Overview

Reports to:	Headteacher and Deputy Headteacher
Hours of Duty	7.30am to 3.15pm (3.00pm on Friday) which includes a 30-minute unpaid lunch break
Term Time Contract:	39 weeks per year - 37 weeks term time plus 2 weeks (5 inset days and 5 additional days as directed by Deputy Headteacher, 2 days being in the second half of August for GCSE results)
Salary:	BR9 £30,788 to £32,453 FTE (Based on £30,788 x 36 hrs x 39 weeks\1675 = £25,806.78)
Holiday:	to be taken outside school term times
Conditions of Service:	According to the scale of the National Joint Council for Local Government Services

INDIVIDUAL JOB DESCRIPTION

Timetable Manager (Nova)

- Using knowledge and expertise, set up timetable in Nova T6 and Excel, and work with the Deputy Headteacher to negotiate with Heads of Department regarding their specific requirements. Training will be given.
- Sole responsibility for oversight and efficient running of Nova T6 programme throughout the year, introducing new systems and reports as software is developed.
- Management of the Alternative Curriculum, room changes and duties
- Management of all timetable changes, room bookings, troubleshooting and negotiating with Heads of Department as appropriate
- Responsibility for oversight and efficient running of Options programme introducing new systems and reports as software is developed
- Responsibility for organising and negotiating School duty rotas with staff
- Respond to all requests from senior staff relation to the creation of reports in SIMS and Microsoft Office programmes, working in a highly pressurised environment
- Produce and respond to correspondence in a confidential manner
- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required



- Undertake research and obtain information to inform decisions
- Management of complex administrative procedures
- Support for sixth-form admissions and timetables
- Mentor, support and train new and existing members of Office staff

Cover Manager

- Line Management responsibilities for team of Cover Supervisors and Occasional Cover Supervisors
- Fully and positively participate in the School's Performance Management scheme in order to develop and enhance personal and service performance
- Hold regular meetings with managed staff
- Oversee recruitment, induction and training of Cover Supervisors
- Responsibility for oversight, management and efficient running of SIMS Cover.net programme, troubleshooting to achieve the best solution, working in a highly pressurised environment
- Inputting of staff absences, room bookings/changes and after-school detentions
- Take a lead role in the Cover diary with regard to educational visits, school activities and staff CPD
- Diplomatic negotiation with managers, Unions, teaching staff and support staff to resolve conflict situations regarding Cover
- Liaison with regular staff, supply staff, occasional staff and Human Resources
- Take lead role in the development and maintenance of absence and cover records
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required

General

- Contribute to the overall ethos, work and aims of the School
- Develop constructive relationships and communicate with other agencies and professionals
- Share expertise and skills with others
- 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
- Undertake any other duties commensurate with (and above) the level of post as required to ensure the efficient running of the School

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.



Application Procedure

- i. Read carefully all the information about this post

If you have any questions, please do not hesitate to telephone or email Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email csharp@bwsgirls.org.

- ii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iii. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp
Human Resources
Bullers Wood Multi Academy Trust
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

csharp@bwsgirls.org



Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

