



Queens Park Community School

Role: Cover Manager (0.56, term time only)

Responsible to: Associate Senior Leader

Hours: 20 hours per week / 39 weeks per year (8am to 12pm)

Grade: Scale 5 (Points 12 to 17) pro rata per annum

The Cover Manager plays a vital role in ensuring the smooth daily operation of teaching cover across the school. This includes managing and coordinating staff absence cover, supporting leave of absence approvals, and contributing to the organisation of the school's examination invigilation timetable.

Key Responsibilities

Cover Coordination

- Organise, manage and record (using Bromcom) daily cover for teaching staff, including short-term and unplanned absences.
- Liaise with internal staff (and supply agencies if required for longer term cover needs) to arrange appropriate cover as needed.
- Work with teaching staff to source suitable rooms – if required.
- Monitor the daily staffing levels to ensure appropriate cover across all teaching periods, intercepting last minute daily requests as submitted.
- Liaison with relevant HR and Heads of Department/SLT to arrange short term cover
- Work with Heads of Department for staff requiring cover for long-term absence.
- Maintain accurate records of staff absence and cover provided.
- Communicate updated cover arrangements clearly and promptly with relevant staff and departments, ensuring the updated daily cover email is distributed by 8.15 am
- Changes in the daily timetable to be communicated promptly and to appropriate personnel.
- Ensure that cover arrangements are in line with school policies and guidance.
- Regularly review, with the Associate Assistant Head, the effectiveness of cover arrangements.

Leave of Absence Requests

- Receive and process leave of absence requests from teaching staff, ahead of time and within the prescribed timeframes.
- Ensure requests are logged and considered according to school policy, making recommendations for approval or rejection to the Associate Assistant Head/School Business Manager.

Examination Support

- Liaise with Exams Officer and other relevant staff to ensure adequate staffing for all exams.



- Assist with devising and maintaining the invigilation timetable for internal and external examinations.

Administration and Communication

- Act as a key daily point of contact for staff queries regarding cover arrangements.
- Use school MIS and communication systems to manage schedules and notifications.
- Provide regular updates to the Associate Assistant Head and School Business Manager as required.

General

- Adhere to and promote the safeguarding policies and ethos of the school.
- Attend relevant training and meetings as required.
- Undertake any other reasonable duties in line with the role and its responsibilities.

Please note: This job description provides a comprehensive overview of the core duties and responsibilities as of its last update. It is not intended to be an exhaustive list, and the scope of duties may evolve over time to meet organisational needs, without altering the fundamental character or accountability of the role. Such changes are a normal part of employment and do not typically justify a re-grading of the position. Additional duties commensurate with your role may also be assigned.



Personal Specification

Operational Excellence

GCSEs (or equivalent) in English and Maths (Grade C/4 or above)	Essential
Previous experience in an educational or administrative role	Essential
Experience of coordinating timetables, rotas, or cover arrangements	Essential
Experience working independently and managing conflicting priorities	Essential
Experience in a school cover manager or timetabling role	Desirable
Familiarity with examination processes and invigilation coordination	Desirable

Personal Qualities and Skills

Excellent organisational and time management skills.	Essential
Strong IT skills including Microsoft Office and school MIS platforms	Essential
Clear and confident communicator, both written and verbal	Essential
Ability to work calmly under pressure and to tight deadlines	Essential
Strong attention to detail and accuracy	Essential
Understanding of teacher cover challenges and staffing logistics	Desirable
Awareness of safeguarding procedures in schools	Desirable

Personal Behaviours

Reliable and punctual with a flexible and proactive attitude.	Essential
Discreet and professional when handling confidential matters	Essential
Approachable and diplomatic when dealing with staff.	Essential
Resilient and solution-focused	Essential
Committed to operating as part of the School community	Essential