****

**Rickmansworth School**

 **JOB DESCRIPTION**

**Job Title:** Cover Manager

**Grade and Salary:** Salary scale: H5 Pt 9-14

Term time only + 5 days

 20 hours per week

 7.00 am – 11.00 am Monday to Friday (but some flexibility may be possible)

**Responsible to:** Assistant Head i/c

**Staff Supervised:** Cover Supervisor Team

**Notice Period**: Two months’

**Job Purpose:** To ensure all lessons are staffed and deployed in appropriate rooms in response to any absence and school events, liaising with supply agencies where required.

**Main Duties & Responsibilities:**

* To process and organise lesson cover for absent staff using either internal or agency staffing when required
* To establish and maintain good working relationships with all staff, students, visitors, agencies and supply staff.
* To liaise with supply agencies and book staff as directed by the Senior Leader i/c cover
* To produce and publish the daily cover schedule;
* To manage all room bookings and room displacements caused by school events;
* To forward plan for cover, assigning teaching staff, where required, on an equitable and fair basis;
* To produce absence statistics as required by the Senior Leader i/c cover
* To organise and provide induction and support for supply staff
* Line management of all Cover Supervisors, including induction, training and appraisal
* *All support staff may be required from time to time to work as directed by the Headteacher to provide cover for administrative functions within the School. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description.*

**Review and Develop own professional practice**

Develop and maintain effectiveness as a member of the School staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

**Standards and quality assurance**

* Support the aims and ethos of the School.
* Set a good example in terms of dress, punctuality and attendance.
* Follow and uphold School policies.
* Participate in staff training.
* Develop links with the Governors, Hertfordshire Education Authority and neighbouring Schools as appropriate.

**We can offer you:**

**We can offer you:**

* Excellent CPD opportunities
* A school rated Good by Ofsted where students’ behaviour is exemplary
* A professional working environment where teamwork is highly valued
* A partially selective school with a focus on academic achievement (Progress 8 in 2019 is +0.38)
* Admission criteria where preference is given to staffs’ children [This post is currently deemed a priority post]
* A school which invests heavily in the future with £3.5m recent school expansion and strong ongoing financial support from our Foundation and PTA
* A school in a strong, stable financial position in this challenging climate with a healthy income from other business lines
* A hugely talented and cohesive support staff
* An outstanding wellbeing programme offering:
	+ Flu jabs
	+ Free access to our first-class Fitness Suite and swimming pool
	+ Free eye tests

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

An enhanced DBS check will be required for this post.

****

**COVER MANAGER - PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | * Good general level of education including minimum of 5 GCSE Grades A\*-C or equivalent including English and Maths.
 | **E** | **D**✓ |
| **Experience** | * An understanding of how a secondary School works
* Prior experience as a Cover Manager or Cover Supervisor
* Experience of working as a member of a Team and on their own initiative
 | ✓ | ✓✓ |
| **Knowledge and Skills** | * Excellent written and verbal communication skills and ability to relate well to School staff, students and outside agencies
* Sound organisational and coordination skills.
* Ability to work effectively under pressure
* Ability to work accurately and to deadlines
* Excellent and up to date ICT skills, including database (Progresso/Sims or similar)
* Ability to produce and operate spreadsheet packages
 | ✓✓✓✓✓ | ✓ |
| Personal Qualities and Attributes | * Reliable, honest and trustworthy.
* Well organised with ability to multi-task
* Flexible team player
* Be able to work in an organised and methodical way
* A commitment to equal opportunities.
* A commitment to safeguarding and promoting the welfare of children and young people
 | ✓✓✓✓✓✓ |  |