



<b>JOB TITLE</b>	Cover Manager	
<b>DEPARTMENT/SECTION</b>	Human Resources	
<b>SAFEGUARDING:</b>		
<i>Forest School is committed to safeguarding and promoting the welfare of children.</i>		
The postholder will be required to;		
<ul style="list-style-type: none"> <li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li> <li>• Complete Child Protection Training.</li> <li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</li> </ul>		
<b>CRITERIA</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
A strong Administrator with some experience, or a real interest in, the education sector	√	
Strong logistical skills	√	
Strong communication skills	√	
IT literate, particularly MS Office	√	
<b>EXPERIENCE</b>		
Experience of running staff cover		√
Experience of an operations focused role		√
Experience of working within a School		√
Awareness of safeguarding requirements and good practice within an educational environment		√
<b>COMPETENCIES</b>		
Excellent people skills, high confidence and an ability to build strong rapport with colleagues and candidates both via telephone and email correspondence.	√	
Ability to manage high volume activity at pinch points of the year.	√	
Detail orientated and methodical.	√	
Ability to prioritise tasks and meet deadlines.	√	
Strong written and verbal communication skills.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Willingness to adopt and promote the culture of the School.	√	
Willingness to build an encyclopaedic understanding of the Senior School, our staff and our processes to ensure we provide a high-quality provision to our pupils.	√	
Ability to remain calm and professional whilst under pressure.	√	
Display a smart and professional appearance representing the School in a positive manner.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	

*Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.*