



JOB DESCRIPTION

JOB TITLE	Cover Manager
DEPARTMENT/SECTION	Human Resources
LINE MANAGER	HR Manager, with Cover Processes managed by the Education Data Analyst
RESPONSIBLE TO	Bursar

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY

The Cover Manager will be responsible for co-ordinating cover requirements for Senior School teaching staff. Forest School is a busy, vibrant school with a large staff body who deliver a diverse and high-quality provision. The Cover Manager will ensure the continued quality of this provision when staff absences occur, by arranging and strategically managing cover for Senior School teaching staff.

This role would suit someone who enjoys working both as part of a team and alongside the wider Senior School teaching staff body. The Cover Manager will need to have strong administrative skills, the ability to manage and prioritise tasks, and plan effectively. You must have proven communication skills and be able to handle logistical problems resourcefully. You will use and develop these skills further within the wider HR team.

This role sits within the HR department; therefore, any other reasonable duties required by the HR department will be part of the responsibilities of this position.

KEY RESPONSIBILITIES

Will include but are not limited to:

- Receive and strategically manage all Senior School teaching staff absence requests, liaising with the Deputy Head Staffing and Operations
- Arrange daily cover for all absent Senior School teaching staff
- Arrange daily cover for Senior School room closures
- To produce the daily staff, cover list in timely fashion and ensure that staff are aware that they have been selected for cover
- Continuously review the efficiency and level of provision of the cover process
- Create and maintain cover banks
- Create and maintain duty rotas
- Liaise with relevant HR and Heads of Department/SLT to arrange short- and long-term cover

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

- Liaise with the HR team for agency cover timesheets and invoices
- Liaise with the HR team for recruitment of all Senior School teaching agency cover staff alongside the Deputy Head Staffing and Operations
- Manage and perform required administrative cover processes
- Update all Senior School teaching staff absences in iSAMS and the HR system
- Ensure all absence data is kept up to date to ensure accurate reports
- Producing of high standard absence reports
- Update Senior School teaching staff cover procedures in the Staff Handbook annually, alongside the Deputy Head Staffing and Operations
- Update unavailable for cover notices in iSAMS
- Provide reasonable additional administrative support when required in the HR department
- Carry out any reasonable duties as required by the HR Manager

TERMS OF EMPLOYMENT

- Salary: Commensurate with role and its responsibilities
- Hours: Full time, Monday to Friday. Term time hours: 07:15 – 16:15.
School holiday hours: 08:30 – 15:30. Occasional weekend or evening for School events, including Open Day and all InSET days.
- Holiday: term time plus
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 19.46%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities