



Job Description

Job Title:	Covers Officer
Department:	Administration
Salary Grade:	Grade F (point 22 – 25)
Contracted Hours/Week:	37 per week
Contracted Weeks/Year:	39 weeks (Term time only)
Responsible to:	James Sankey, Deputy Head - Line Manager School Business Manager - Personnel

Main Job Purpose:

Coordination of Supply Staff and Cover Supervisors

A significant job role that is responsible for operating, maintaining and managing the schools cover supply system.

Main Responsibilities:

- To meet on a weekly basis with the Deputy Head
- To administer the covers system for teacher absence and maintaining a list of suitable supply teachers
- To receive notification of teaching staff absences and to ensure a teacher or cover supervisor is allocated to every class in years 9 to 11 and to Sixth Form classes as required
- To liaise with teaching staff agencies to ensure cover is provided when employed supply teachers are not available and to confirm actual hours worked
- To co-ordinate the school diary, co-ordinating all annual and daily school events, and temporary room changes
- To collate weekly school staff and student bulletin information and post them on the Gateway
- To record the hours worked by each supply teacher and submit their timesheets to the HR officer
- To record teaching staff absences and advise Finance of cover costs by department/cost centre
- To prepare the school calendar and duty rota
- To respond to enquiries regarding School facility bookings
- To confirm School facility bookings and advise Finance for invoicing purposes

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder _____

Effective date of this
Job description _____

Post holder's
Signature _____

School Business
Manager's Signature _____

Date

Date
