

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Cover Manager
JD Reference:	Meridian Trust 031
School/Academy:	Sharnbrook Academy
Weeks:	43 weeks per year. Term Time Only plus 20 days worked flexibly over the academic year by agreement with line manager
Hours of work:	7.15-15.15 Mon-Thurs, Friday 7.15-14.45
Salary:	Grade 7 Points 12 - 19
Responsible to:	Vice Principal

Role:	Manage and organise the cover required for absent staff
Purpose of the job:	<p>To manage and organise cover staff. To arrange both planned and unplanned absence cover and produce the daily cover sheet. To work under the direction of the Deputy Principal and the guidance of teaching staff within an agreed system of supervision, ensuring that cover staff implement work programmes with individuals/groups in or out of the classroom during the short-term absence of teachers in accordance with School policies.</p> <p>The job holder will be expected to contribute to the administrative function of the school as required. The supervision of students outside the classroom will be required occasionally, in line with all support staff.</p>

Responsibilities and Accountabilities:

Cover Co-ordination

- The proactive management and allocation of cover for planned and unplanned absence of teaching staff, to ensure the appropriate deployment of supply staff and cover supervisors, and SLT and teachers when necessary, to cover lessons.
- To authorise planned absence requests as per policy and input absences into the cover module of SIMS.
- To be the point of contact for unplanned staff absence reporting on a daily basis and liaison with HR regarding sickness absence.



- To produce the daily cover sheet.
- Timely communication of unplanned absence and cover arrangements to cover staff, Curriculum Leaders, Senior Tutors and SLT as appropriate.
- To manage and acquire additional supply staff with SLT approval, raising purchase orders.
- Ensuring all orders and bookings for cover and supply are uploaded to the finance system, PSF Finance; maintain and update as appropriate. Checking and signing off all supply invoices.
- Liaising with appropriate supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies whilst communicating with line manager re cost if required. Developing and maintaining good relationships with these agencies and negotiating best value for money.
- The day-to-day line management and appraisal of the Cover Supervisor team, to include training, absence and performance management and regular communication with the cover team to identify issues and resolve them.
- Providing staff with cover details, including cover work sheets and materials, registers and resources at the start of the day and when emergencies occur.
- Be the main point of contact for any problems/solutions that may occur in relation to cover and to act as an additional cover supervisor in case of emergency.
- Advising line manager and the senior leadership team on matters relating to cover arrangements.
- Ensure all school policies are followed and adhered to by the cover supervisors and all external supply staff.
- Compile and keep updated a supply booklet with all safeguarding, school policies and necessary information for all temporary teaching staff.
- Keep confidential and accurate records on cover data to ensure that regulations are adhered to.
- Welcome and manage of external cover teachers where necessary, including;
 - Their induction to the school and helping them with lesson readiness.
 - Ensuring they are aware of safeguarding protocols.
- Operate relevant equipment/ICT packages (e.g. SIMS, word, excel, databases, spreadsheets, Internet).

Curricular and Extra Curricular Administration

- To organise room changes on a daily basis and communicate to all staff.



- To manage the cover arrangements and room changes needed in the event of a re-organisation of the school day/ week (interventions, drop-down days, workshops, visits, trips, activities etc).
- To support the EVC and Heads of Department with the administration required for trips and visits.
- Manage the administration and effective operation of Wise Pay and resolve any parental queries, liaising with Finance as necessary
- To organise parent consultation evening appointments using the online booking system

Whole School Administration

- To work with other members of the administration staff team to complete the administrative functions of the school, as required, and in keeping with the capabilities of the job holder.

Support for the School

- To complete student supervisory duties at breaks and lunchtimes in line with all support staff.
- To work collaboratively with the teaching, learning support and administrative staff colleagues as required.
- To take part in the performance management process of the School which evaluates performance and enables staff to take full advantage of the training and development available.
- To attend staff and management meetings as required. This includes professional development days.
- To assist with the supervision of students on school visits by prior arrangement and mutual agreement.
- To complete suitable training for the post including basic First Aid.

General responsibilities:

- To maintain confidentiality at all times.
- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- To share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- To demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal



responsibility for identification of learning, development and training opportunities in discussion with the line manager.

- In the interests of effective working, the duties above may be reviewed from time to time to reflect changing needs and circumstances.
- To ensure that reasonable care is taken at all times for the health, safety and welfare of the post holder and other persons and comply with policies and procedures relating to health and safety within the Academy.
- To carry out any other relevant duties as may be reasonably requested by SLT, commensurate with the pay and grade of the post.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties

May 2023

Job Holder	
Date	



The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022

Person Specification – Cover Manager

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language & Maths	✓		A
2	Business administration qualification		✓	A
3	Teaching or Teaching Assistant qualification		✓	A
Experience		Essential	Desirable	Assessment
4	Experience of working in an educational setting		✓	A/I
5	Experience in supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
6	Experience in working with external agencies		✓	A/I
7	Experience in working within an administrative or clerical role	✓		A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Understanding of the education system		✓	A/I
9	Understanding how children learn		✓	A/I
10	A sound grasp of the concept of inclusive practice	✓		I
11	Knowledge of the concept of confidentiality	✓		I



12	Awareness of child protection issues	✓		I
13	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
20	Skilled at making and sustaining positive relationships with children and adults	✓		I
27	Excellent written and oral communication skills.	✓		I
28	Ability to contribute to team meetings and contribute ideas	✓		I
30	Ability to think strategically with the Cover Manager Role	✓		I
31	Ability to formulate ideas and solutions and present them clearly	✓		I
32	Excellent IT skills – in particular, Microsoft Word, Excel, PowerPoint, and databases	✓		I
34	Excellent organisational skills and experience in using, maintaining, and developing administrative systems	✓		I
35	Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure	✓		I
36	Effective time management skills	✓		I
37	To be able to think creatively and anticipate and solve problems	✓		I
Personal Qualities		Essential	Desirable	Assessment
41	Willingness to undergo further training and development	✓		I
42	Positive and enthusiastic approach toward work	✓		I
43	Ability to act on own initiative	✓		I
44	Kindness and empathy towards students and colleagues.	✓		I
45	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment



46	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
47	The flexibility of working hours	✓		A/I

