



Cover Manager – Local Government Pay Band 3 whole range

25 hours per week, 39 working weeks per year

Pro rata actual salary £11,005.00 to £13,684.00 per annum

Working hours 7.00am to 12.00pm

Responsible to: School Business Manager
Deputy Headteacher

Liaison with: Staff
External supply agencies and supply staff

Job Purpose	<p>To manage the effective organisation of staff cover to ensure that during periods of staff absence students experience minimal disruption to their learning.</p> <p>To take responsibility for the day to day administration of teaching staff cover.</p> <p>To line manage any school cover supervisors and undertake their annual performance review process. The school currently has one part time cover supervisor.</p>
Duties	<ul style="list-style-type: none">• To organise and administer the daily cover arrangements for those teaching staff who are not available for their normal teaching commitment using the school SIMS system.• To distribute the daily cover sheet to all staff for information• To adhere to the school 'rarely cover' policy• To engage supply teachers for the purpose of covering staff who are unavailable to teach• To be responsible for ensuring that the needs of supply teachers are met, including providing a daily cover sheet, class registers and completion of any timesheets• To deploy the school cover supervisor effectively and undertake the annual performance review process• To deal with and pass on as necessary any concerns from supply staff or the cover supervisor regarding lessons covered• To treat information relating to absence of staff in strictest confidence• To liaise with external supply agencies for booking day to day supply staff or longer term cover for absent staff• To administer the school supply budget ensuring that all financial commitments are raised and matched before payment is approved• Ensure as far as is practically possible that the supply budget is not overspent.• To liaise with the examinations officer and other senior staff regarding room and or cover requirements during assessment / exam periods• To arrange the relocation of classes where rooms are required for exams or other school activities• To keep the relevant members of the senior leadership team appraised of any concerns relating to absences, especially those indicating potential long term absence• To work with the school personnel administrator to ensure that accurate records for staff absence are recorded and maintained

	<ul style="list-style-type: none"> • To ensure a good working knowledge of the whole school calendar and upcoming events by reading the school bulletin and weekly briefing notice and liaising with appropriate staff in advance of events • To update the school calendar with any agreed changes to event or trip dates • To maintain a supply of relevant documentation for use by supply staff • To take responsibility for arranging emergency cover as required during the working hours
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role and for health and safety in the workplace • At all times to carry out the duties in accordance with school based policies and health and safety procedures • Ensure that all duties and services provided are in accordance with the school's equal opportunities policy • The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**PERSON SPECIFICATION
COVER MANAGER**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working within an education setting
	Literacy Numeracy	Good numeracy and literacy skills (Grade C at GCSE or equivalent) in both English and Maths
	Technology	Experience of SIMS software Ability to use a range of microsoft or Google applications
Communication	Written	Ability to complete forms and write communications
	Verbal	Ability to exchange verbal information clearly and sensitively with a range of adults
	Languages	Seek support to overcome communication barriers
	Negotiating	Ability to consult with colleagues and deal appropriately with supply agencies
Personal Qualities		To be very well organised and produce high quality work that meets all deadlines
		Be motivated to use your initiative, be an excellent self-starter
		Good organisational skills and the ability to work accurately with a high level of attention to detail
		Be able to demonstrate strong resilience in the face of time constraints or conflicting demands
		Be able to persevere to achieve the best possible outcome for the school and its students
Working with others	Working with partners	Understand the role of others working in and with the school
	Information	Ability to provide timely and accurate information
Responsibilities	Line Management	Ability to line manage the cover supervisor
	Time Management	Ability to manage own time effectively
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role