



# Guilsborough Academy

Guilsborough Multi Academy Trust

## Job Description

**Post**                      **Cover Manager**  
**Post Holder**  
**Responsible to**      **Assistant Principal**

### ***Specific Responsibilities:***

1. Responsible for planned and emergency cover on a daily basis, book supply and agency teachers, and ensure that all appropriate checks are undertaken and records maintained. Ensure that back up staff are trained on the Cover system and can step up into the role at any time.
2. Provide details of staff absence to HR and the senior leadership team.
3. Maintain a timetable of school publications and ensure that documents are updated within required timescales. These documents include the Staff Handbook.
4. Adhoc HR Support, including updating databases and room bookings where necessary.
5. Responsible for updating the Academy Calendar.
6. To carry out any other reasonable duties as requested in line with duties commensurate with the post

### ***Person Specification***

Attributes	Essential Criteria	Desirable Criteria
Ability, Skills and Personal Qualities	<ul style="list-style-type: none"><li>• Able to use own initiative</li><li>• Approachable</li><li>• Flexible attitude</li><li>• Good inter-personal skills</li><li>• Well organised with the ability to work under pressure and meet deadlines</li><li>• Able to work as part of a team</li><li>• Have a good sense of humour</li><li>• Able to maintain confidentiality</li><li>• Effective communication skills, written and verbal</li></ul>	
Knowledge and Experience	<ul style="list-style-type: none"><li>• Experience of dealing with people/providing customer service</li></ul>	

Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Good standard of education with high level of literacy</li> <li>• Able to use ICT to a high level, including Word, Excel, Powerpoint &amp; Publisher</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Sims</li> </ul>
--	--	--

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed ..... Postholder

Signed ..... Line Manager

Date .....