



JOB DESCRIPTION

Post Title: Cover Manager
Hours: 37 hours per week term time only plus 3 TE Days
Line Manager: Assistant Headteacher
Salary: Scale 4

Responsibilities and Duties:

Cover Duties

- To receive calls and emails from staff regarding their absence
- To organise daily cover for absent staff using the diary which details planned absences, meetings, school trips and training, plus unplanned absences
- To cover absence of teaching staff as required; to oversee students in the classroom
- To make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly
- To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list
- To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary
- To inform teaching staff of their cover responsibilities each day
- Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant members of staff
- To manage and administer the cover e-mail account for the delivery of cover work and advice from absent staff
- To liaise with supply agencies on a daily basis and book supply staff as required
- To meet and inform supply staff of their cover responsibilities, checking ID, DBS etc
- To be the main point of contact for all supply staff and ensure timesheets are checked and signed daily and electronically authorised or faxed to agencies at the end of each week
- To liaise with Heads of Department and Senior Staff with regards to supply teachers who are on a long term contract, ensuring that appropriate feedback is obtained from the department and fed back to the agency
- To collate any issues with regards to the quality of cover work that has been set and inform Heads of Department when issues have arisen
- To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff



- To maintain records of supply staff used (including DBS information) and agency bookings and record information for the Single Central Record
- To prepare weekly record sheets of agency supply staff costs for the Finance Department
- To arrange cover for absent staff within non-teaching departments where necessary
- To organise and oversee the work of the Cover Supervisor Team and be responsible for distributing administrative duties, as appropriate, when they are not required to cover lessons
- To keep abreast of Cover Regulations for teaching staff and agency supply staff

Exam Duties

- To assist with the general administration of examinations and assessments, including timetabling and seating plans
- To assist with the acceptance, checking, secure storage and dispatch of examination papers both before and after examinations, in accordance with the JCQ regulations stationary and dispatching of scripts

Data Duties

- To support the Data Manager as required. This could include data inputting, using the school MIS system and contacting staff to request/ check data.

General:

- To take part in the school's Professional Review Process (BlueSky) and undertake any required training and take advantage of relevant professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.
- Attend and participate in regular meetings when appropriate.