



<b>Post Title</b>	Cover Manager
<b>School / Organisation</b>	Avanti Grange Secondary School
<b>Location</b>	Bishop's Stortford
<b>Grade</b>	Grade 6 - £30,811 - £32,693 per annum
<b>Hours</b>	37.5hrs per week
<b>Contract Type</b>	Permanent
<b>Reports to</b>	Assistant Principal – Teaching & Learning
<b>Preferred Start Date</b>	1 <sup>st</sup> September 2026

<b>MAIN PURPOSES OF THE JOB</b>
<p>The Cover Manager is responsible for planning and coordinating all daily cover arrangements for planned and unplanned staff absences across Avanti Grange Secondary School. The post holder ensures that every lesson is covered safely and effectively, that learning is not disrupted, and that cover arrangements comply with school and Trust policies.</p> <p>The Cover Manager will line manage the Cover Supervisor team, liaise with supply agencies, and maintain accurate records of all absences and cover activity. Where necessary, the post holder may be required to provide classroom supervision in the absence of a teacher.</p>

<b>RESPONSIBILITIES OF THE JOB</b>
<p><b>Management of Cover</b></p> <ul style="list-style-type: none"> <li>Plan, coordinate and arrange daily cover for all absent staff, ensuring that all lessons and duties are appropriately covered each day.</li> <li>Receive and record daily absence notifications from staff, updating the Management Information System (Arbor) and HR records as required.</li> <li>Produce and circulate the daily cover list to the Senior Leadership Team, updating throughout the day as circumstances change.</li> <li>Manage the deployment of Cover Supervisors, supply teachers, and other agency staff, making decisions about the most appropriate allocation for each absence.</li> <li>Liaise with external supply agencies to source high-calibre staff, process timesheets and invoices, and maintain accurate costings of both short-term and long-term supply use.</li> <li>Process advance absence requests, including CPD and meeting requests, obtaining appropriate approval and updating systems accordingly.</li> <li>Maintain the school diary by recording and tracking all staff absences, room changes, and supply bookings.</li> <li>Manage room changes and re-rooming requests as required, including examination re-roomings.</li> <li>Produce statistical reports and termly costings relating to staff cover and absence data, supporting SLT to achieve best value and inform benchmarking.</li> <li>Review and improve the effectiveness of cover management systems on an ongoing basis to increase efficiency and support safeguarding.</li> </ul> <p><b>Line Management</b></p> <ul style="list-style-type: none"> <li>Line manage the Cover Supervisor(s), providing clear direction, support, and professional development.</li> <li>Support the recruitment of Cover Supervisor(s) and lead induction and training for new team members.</li> </ul>



- Ensure all cover staff operate in line with school policies, behaviour expectations, and safeguarding procedures.
- Compile and maintain daily cover supply packs, ensuring compliance with school policies and GDPR.
- Update absence procedures and the cover section of the staff induction pack on an annual basis and circulate to all staff.

### **Classroom Supervision**

- Provide classroom supervision in the absence of a teacher, implementing lesson plans left by the absent member of staff.
- Communicate lesson tasks clearly to students and maintain high expectations of conduct and engagement throughout the lesson.
- Record behaviour incidents and detentions on behalf of absent colleagues using the school's systems as required.
- Provide objective feedback to teachers on lesson delivery and student conduct following covered lessons.

### **Wider Professional Responsibilities**

- Be aware of and act in accordance with the school's child protection and safeguarding policies and procedures at all times.
- Build effective professional relationships across the school community.
- Communicate clearly and professionally with parents/carers regarding students as required.
- Work constructively with external agencies and the Avanti Schools Trust.
- Make a positive contribution to the wider life and ethos of the school.

### **Administration**

- Register attendance and supervise learners as required.

### **Other**

- Uphold the ethos, policies, and practices of the school, demonstrating high standards of attendance and punctuality.
- Undertake any other reasonable duties requested by the Head of School.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.



<b>PERSON SPECIFICATION</b>			
<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
1.	GCSE Grade C or above (or equivalent) in English and Maths	✓	
2.	Good written and oral communication skills	✓	
3.	A Levels or equivalent		✓
4.	Experience of working in a secondary school or academy setting	✓	
5.	Experience of cover management, cover supervision, HLTA, or a similar administrative role		✓
6.	Ability to remain calm under pressure and manage competing priorities to tight deadlines	✓	
7.	Experience of working constructively as part of a team and using initiative independently	✓	
8.	Experience of working with children or young people in an educational setting	✓	
9.	Proficient in the use of school Management Information Systems (Arbor preferred)	✓	
10.	Strong IT skills including Microsoft Office (Word, Excel, Outlook)	✓	
11.	Ability to maintain accurate and efficient record-keeping systems	✓	
12.	Good interpersonal skills with the ability to communicate effectively with staff at all levels	✓	
13.	Commitment to safeguarding and promoting the welfare of children and young people	✓	
14.	Methodical and accurate, with high attention to detail	✓	
15.	Reliable, self-motivated, and able to manage a demanding workload	✓	
16.	A positive, professional manner with colleagues, students, and external contacts	✓	
17.	Willingness to undertake ongoing training and professional development	✓	
18.	Committed to equal opportunities and the inclusive ethos of Avanti Schools Trust	✓	

<b>FURTHER INFORMATION</b>
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Further information can be found in the <i>Child Protection and Safeguarding Policy</i> on the Avanti Schools Trust website.</p>