Mulberry
Academy Bexhill

Position	**Cover Manager**
Salary/Hours	**NJC 6 Point 18-22 (FTE £32,578 - £34,811)** **37 hours per week - Term time only** **(Mon-Thur 6.30am-2.30pm, Fri 6.30am-2pm - including a 30 minute unpaid break)** **Term Time Only (Actual Salary £27,941 - £29,851)**
Closing Date	**9am, Friday 4 December 2026** Early applications are encouraged
Interview Date	**Monday 14 December 2026** The Academy reserves the right to close the application early for the right candidate



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Dear Candidate,

Thank you for your interest in joining us at Mulberry Academy Bexhill. We are a school that is proud to be part of our local community and we work hard to serve our local families. We are a happy and supportive team and we ensure that the well-being of all staff members is a priority.

Mulberry Academy Bexhill is part of the Mulberry Schools Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Mulberry Academy Bexhill being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. We have a partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students, then we would love to hear from you.

We look forward to meeting you.

Dr Craig Neal
Headteacher

Teaching and supporting at Mulberry Academy Bexhill

Teachers and support staff at Mulberry Academy Bexhill make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: Cover Manager

Accountable to: HR Manager

Principal Accountabilities:

Purpose of the Role

To lead the daily and forward planning of teaching cover, ensuring continuity of learning through the effective and efficient deployment of internal and external cover resources.

The role is responsible for maintaining accurate, timely and audit-ready absence data, ensuring effective integration with HR and payroll processes. The Cover Manager plays a key operational and analytical role in supporting workforce planning, absence management and recruitment activity.

Key Responsibilities

1. Daily Cover Management

- Manage the staff absence line from 6:30am, receiving and logging absence notifications
- Plan, allocate and publish daily cover for planned and unplanned absences
- Respond to in-day absence and adjust arrangements dynamically
- Liaise with SLT, Heads of Department and staff to ensure effective delivery
- Re-room lessons and manage room changes
- Ensure fair allocation of internal cover and compliance with “rarely cover” expectations
- Allocate cover for break duties, morning/after school duties and as well a non-teaching duties

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2. Internal Cover Team Deployment

- Lead the effective deployment of the internal cover team to maximise continuity of learning
- Allocate cover duties fairly, efficiently and in line with school priorities
- Ensure internal cover resources are fully utilised before engaging agency staff
- Monitor workload, utilisation and effectiveness of the team
- Provide day-to-day coordination, guidance and oversight of internal cover staff
- Ensure staff are appropriately briefed with lesson expectations, resources and key information
- Support continuous improvement through feedback, monitoring and structured deployment

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3. Forward Planning & Resourcing

- Proactively plan cover for known absences, including:
    - Trips and visits
    - CPD and training
    - Medical appointments
    - Long-term absence
- Deploy internal cover resources in advance to meet anticipated demand
- Book and manage supply staff where required
- Identify opportunities to improve efficiency and reduce reliance on agency provision
- Contribute to longer-term workforce planning through effective resourcing insight

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4. Absence Management & Process

- Maintain accurate and up-to-date records of all staff absence
- Manage absence processes, including:
    - Recording and monitoring absence levels
    - Supporting return-to-work processes
- Support formal absence procedures, including:
    - Stage 1 and Stage 2 reviews
    - Final review meetings
- Ensure consistent application of absence and special leave policies
- Flag emerging absence concerns or patterns to HR

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5. Absence Recording & Payroll Interface

- Ensure all absence data is:
    - Recorded accurately and promptly
    - Maintained to an audit-ready standard
- Work closely with HR and payroll to ensure:

    - Accurate payroll inputs
    - Correct application of absence-related pay
- Support communication to staff regarding absence allowances and pay implications
- Identify, investigate and escalate discrepancies in data

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6. Agency Coordination & Budget Awareness

- Act as the primary operational contact for supply agencies
- Book agency staff appropriately for short-, medium- and long-term cover needs
- Maintain effective working relationships with approved agencies
- Ensure bookings are timely, suitable and aligned to school needs
- Monitor agency usage and spend, including:
    - Tracking patterns of use
    - Identifying trends and pressures
    - Providing insight to HR Manager
- Ensure compliance with financial processes and value-for-money principles

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7. Recruitment & Workforce Coordination

- Work closely with the HR Manager to align cover activity with recruitment processes
- Support transition from temporary staffing to permanent recruitment
- Provide operational insight on:
    - Hard-to-fill roles
    - Recurring absence issues
    - Workforce gaps and pressures
- Contribute to reducing long-term reliance on agency staffing

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8. Quality Assurance of Cover

- Monitor the quality and effectiveness of cover provision
- Ensure cover work supports continuity of learning
- Liaise with departments to ensure appropriate cover materials are set
- Gather feedback from staff and departments
- Provide feedback to Heads of Department to improve future planning

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9. Supply Staff Induction & Onboarding

- Coordinate induction of supply staff, including:
    - Timetables and lesson information
    - School systems, procedures and expectations
    - Safeguarding and behaviour protocols

- Act as the main point of contact for supply staff onsite

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10. Data, Reporting & Systems

- Maintain accurate records of absence, cover allocation and agency use
- Produce reports for SLT and HR, including:
  - Absence trends
  - Cover utilisation
  - Agency usage patterns
- Use systems such as SIMS and Excel effectively
- Ensure data is accurate, consistent and compliant with GDPR and audit standards

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12. HR Support (Up to 25% of Role)

- Provide administrative and operational support to HR
- Supply accurate data and insight to support HR processes and decision-making
- Contribute to improving systems, processes and data quality

Data Protection Support

- Support the processing of Subject Access Requests (SAR) and Freedom of Information (FOI) requests
- Identify and retrieve relevant absence and personnel data
- Prepare data extracts from HR and school systems
- Assist with collation and initial redaction of information in line with guidance
- Ensure data provided is accurate, complete and consistent with HR and absence records
- Escalate any risks, uncertainties or sensitive disclosures to the HR Manager

Staffing

Recruitment / Deployment of Staff:

Staff Development:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

- To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school

To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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

The successful applicant will be subject to an Enhanced DBS check

Person Specification:

Criteria	Essential	Desirable
Education		
Qualifications		
Experience	Experience of using SIMS and Excel	Understanding of absence management processes Experience working in a school or similar operational environment
Knowledge		
Skills & Abilities	Strong organisational skills with the ability to prioritise under pressure Excellent problem-solving and decision-making capability High level of accuracy and attention to detail Strong communication and stakeholder management skills Ability to analyse data and identify trends	
Personal Qualities		

Our School

Creating the Best Opportunities for All

At Mulberry Academy Bexhill, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Mulberry Academy Bexhill is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Mulberry Academy Bexhill, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.