



Caistor Grammar School

Job description: Cover Manager

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical, reference and social media/web search checks. All Pre-employment checks are in line with "Keeping Children Safe in Education. Shortlisted applicants will be subject to a social media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.

Job details

Salary:	NJC 8 - 11 £20, 664 - £21, 674
Hours:	35 hours per week
Hours of Work:	7.30am – 3pm (30 minutes for lunch), Monday – Friday. Please note that these hours are nonnegotiable to ensure that cover is in place before the school day begins at 8.50am.
Contract type:	Permanent, Term Time plus Three Days (Term time comprises 38 weeks per annum. You will be paid pro rata for bank holidays and annual leave, which must be taken during the school holidays.)
Reporting to:	Assistant Head i/c Systems, Data and Operations

Overarching Purpose

The primary focus of this role is to implement staff cover and maintain good order, to keep students on task in the classroom, ensuring they progress through the planned curriculum.

This is a full time, term time role working from 7.30am – 3pm (30 minutes for lunch), Monday – Friday. Please note that these hours are non-negotiable to ensure that cover is in place before the school day begins at 8.50am.

It will involve organising the planning, co-ordination, and allocation of daily cover arrangements for planned and unplanned staff absences throughout the school. Coordinating the daily work for cover supervisors and supply agency staff, to ensure instructions for the lessons and seating plans are provided.

Supervising whole classes in the classroom during the short-term absence of teachers, with agreed lesson plans in place, Sixth Form supervised study and planning invigilation for internal examinations.

Working with and supervising individuals and groups of students under the direction of the Senior Leadership Team, inclusive of specific individual learning needs, enabling access to learning for all pupils.

Line managing the Cover Supervisors.

Duties and responsibilities

- Planning, co-ordination and arranging daily cover for all absent staff to ensure necessary cover arrangements are in place.
- Responsible for dealing with daily phone calls from staff notifying sickness absence.
- Liaison with Assistant Headteacher (i/c Data, Systems and Operations) and SLT to arrange short term cover.
- Liaison with supply agencies to arrange necessary bookings and achieve best value.
- Produce daily cover list and display for all staff.
- Meet and induct all cover staff, process timesheets and agency invoices.
- Record costings of supply staff
- Maintain school diary by updating staff absences and maintain cover diary.



- Responsible for updating all staff absences and room changes on Bromcom.
- Prepare cover list of available staff.
- Support with cover of lunchtime and break time duties.
- Support recruitment of Cover Supervisors
- Provide training and support in relation to Cover supervision.
- Update staff absence procedures and cover section of staff handbook
- Compilation and management of cover material on a daily basis
- Production of statistical reports, analysis and termly costings in relation to staff cover and absence data as required by SLT to achieve best value and benchmarking.
- Monitoring daily cover to ensure effectiveness in the classroom in relation to behaviour management and delivery of set lessons to promote a safe and calm learning environment.
- Ensuring all cover staff are compliant with school policies and procedures.
- Responsible for all admin processes related to cover and staff absence, Sixth Form Supervised study and exam invigilation for internal examinations.
- To provide admin support in the school office as required

Other Duties

- To support school activities, attending appropriate school events e.g. Open Evening.
- To be willing to be trained as, and to coordinate the school's First Aid Officers
- Any other duties deemed reasonable, as directed by the Headteacher.

Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

- Deadline for applications: Monday 2nd June, 12pm (noon).
- Interviews: TBC
- Email: Charlie.coulston@caistorgrammar.com with your application. You must complete an **application form** to apply for this role. [[link](#)] Your application cannot be considered if you do not complete the school form.

We reserve the right to interview before the deadline date, if appropriate.



Person Specification

If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston (Charlie.coulston@caistorgrammar.com).

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ Be educated to at least A level (or equivalent) standard.➤ English and Maths GCSE, at least pass level.➤ Basic numeracy and literacy skills➤ Strong grasp of IT systems
Skills and knowledge	<ul style="list-style-type: none">➤ Personality and presence required to carry out required duties effectively.➤ Proven organizational skills and the ability to work under pressure to support colleagues and the smooth running of the school.➤ Good rapport with young people and be able to act as a good role model to them.➤ Flexible and Creative in approach➤ Supportive of the ethos and expectations of Caistor Grammar School
Personal qualities	<ul style="list-style-type: none">➤ Awareness of child protection and safeguarding (training will be given)➤ Ability to organise and prioritise own workload.➤ Suited for individuals who enjoy working in a school and are committed to creating a positive environment for our students.➤ Excellent team player➤ Have a desire to succeed in your role.➤ Demonstrate integrity, honesty, exceptional timekeeping, accuracy, and reliability.➤ Emotional maturity and resilience in dealing with challenging behaviours.➤ Commitment to self-development➤ Warmth and a sense of humour

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston (Charlie.coulston@caistorgrammar.com) to arrange a discussion with the hiring line manager.

We reserve the right to interview before the deadline date, if appropriate.