STEPHENSON
MULTI-ACADEMY TRUST

RAINHILL
HIGH SCHOOL

RainhillSixth

COVER MANAGER & DATA OFFICER RECRUITMENT PACK

RAINHILL HIGH SCHOOL | RH6 | LIPA 4:19 ASSOCIATE ACADEMY | BRONZE SCHOOL MENTAL HEALTH AWARD 2022-25 | DUAL CAREER ACCREDITED lass | bcs Centre of Excellence | LIVERPOOL HOPE UNIVERSITY | ARTS COUNCIL ENGLAND | Artsmark Platinum Award Awarded by Arts Council England | Rainbow TEACHING SCHOOL HUB | STEPHENSON Excellence, together. | Ofsted Good Provider

WELCOME FROM THE PRINCIPAL

Thank you for your interest in Rainhill High School.
I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website *rainhillhighschool.org.uk* or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

J. Thorogood

Mrs J Thorogood
Principal

ROLE OVERVIEW

COMMENCING:
1st September 2026

CONTRACT:
Full time 37 hrs per week, Permanent
Term Time only + 2 weeks

CLOSING DATE:
9am on Monday 1st June 2026

INTERVIEW DATE:
Thursday 4th June 2026

SALARY:
NJC 12-17 £25,229 - £27,367 actual pa
(£28,598 - £31,022 FTE)

LOCATION:
Rainhill High School, Merseyside
(Stephenson Multi Academy Trust)

Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please call

01744 677205

Please return application form to
jobs@rainhillhigh.org.uk

We are looking for a Cover Manager & Data Officer to provide effective and efficient Cover arrangements across the school and to assist the Exams Officer in supporting the management of student data systems and administration of internal and external examinations.

This is a vital function, completing daily administration for cover, training and deployment of Cover Supervisors, as well as assisting with the organisation of internal and external examinations in line with school need and national requirements,organising student performance data in order to drive improvement.

As part of the cover role, you will be responsible for organising daily cover for absent staff and manage and co-ordinate the school cover diary which details planned absences, meetings, school trips and training, plus any unplanned absences, liaising with agencies , staff and senior leadership. Cover timetable and room changes will be identified, prioritised and planned for accordingly to ensure minimum disruption for our pupils.

The successful candidate must have strong organisational skills, attention to detail, the ability to respond proactively to staffing challenges, excellent communication skills as well as looking to take on responsibility in the role.

Previous experience of working in a school setting with children and young people is essential, as is a desire to want to make a difference.

Why Join Us?

- **Permanent, full-time role**
- **'Good' Ofsted-rated school (2023)** – Part of Stephenson MAT
- **Supportive environment** – Reduced workload, tech investment & career development
- **Excellent partnerships** – Hope University, Ambition Institute, Rainbow Teaching School Hub and more

If you believe you have the skills and dedication to meet our standards, and be part of our pursuit of excellence, then we are the school for you.

Rainhill High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people as well as promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued and expects all staff, volunteers and other workers to share in this commitment. This post is subject to an Enhanced Disclosing & Barring Certificate and online searches as part of our Safer Recruitment & Selection Procedures.

"The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students."
Rainhill Teacher

"Helping my child to be the best they can be."
Parent

"A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher."
Parent

"Because from the caretaker to the headteacher, all the staff are amazing. Thank you."
Parent

"Knowing that my child feels happy/safe whilst eager to learn around her."
Parent

"Fantastic, great communication with parents and great educators, making learning fun and getting results."
Parent

"I couldn't have asked for a better form tutor for my son. It's really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance."
Parent

JOB DESCRIPTION

COVER MANAGER & DATA OFFICER

Trust:	**Stephenson Multi Academy Trust Rainhill High School**
Grade:	**NJC SCP 12-17 £25,229 - £27,367 actual pa**
Contract:	**37 hours per week, term time only plus 2 weeks**
Start date:	**1st September 2026**
Responsible to:	**Senior Assistant Principal**
Responsible for:	**Cover Supervisors, supply agency staff**

Purpose of the post:

To ensure the effective daily operation of staff cover across the school, maintaining continuity of learning for pupils.
To manage and coordinate the school diary, lead and develop cover supervisors, and support the school's data and examinations functions.
The role requires strong organisational skills, attention to detail, and the ability to respond proactively to staffing challenges.

Specific duties and Responsibilities

Cover Management

- Plan, allocate, and manage daily staff cover arrangements across the school and ensure arrangements are in place.
- Deal with daily phone calls from staff notifying of sickness absence.
- Liaise with Heads of Faculty / SLT to arrange short term cover to minimise disruption to learning. Ensuring appropriate cover is in place.
- Manage and maintain accurate cover records including costings and oversee absence tracking.
- Update all staff absences through school MIS system and ensure HR aware daily.
- Support break and lunch-time duties as applicable.
- Coordinate and oversee cover for planned and unplanned staff absences.
- Work closely with senior leaders to plan for long-term absences and staffing needs.
- Ensure cost-effective deployment of internal and external cover resources.
- Support recruitment of cover supervisors, building and supporting the cover team.
- Update staff absence procedures and cover section of staff induction pack annually and circulate to all staff.
- Produce half-termly statistical analysis of deployment, impact on classes covered, absence analysis and costings.
- Ensure that cover management systems ensure safeguarding and are GDPR compliant.

Supply Staff Coordination

- Liaise with supply agencies to secure high-quality staff at competitive rates.
- Build and maintain strong relationships with external agencies and supply staff.
- Ensure all supply staff are appropriately briefed and supported.

Leadership of Cover Supervisors

- Lead, manage, and deploy cover supervisors effectively.
- Provide training, guidance, and ongoing support to develop the team.
- Monitor performance and contribute to appraisal processes where required.

School Diary Management

- Oversee and maintain the central school calendar/diary.
- Coordinate events, meetings, examinations, and key school activities.
- Ensure clear communication of diary updates to all stakeholders.

Support for the curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to student learning styles and individual needs.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Assist students to access learning activities through specialist support e.g. curriculum/SEN / Specialism.
- Follow the planned curriculum.

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, student behaviour and discipline, health and safety and security, confidentiality and GDPR data protection regulations. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required.
- Establish own best practice and use to support others.
- Assist in the supervision, training and development of cover supervision staff.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools.
- Prepare registration cover list of available staff.
- Support with cover of lunchtime and break time duties**.**

Data and Exams Support

- Support the management of student data systems, including maintaining accuracy and integrity.
- Use school MIS systems (e.g., Arbor) to assist in the input, analysis, and reporting on data.
- Assist with the organisation and administration of internal and external examinations.
- Support data collection cycles, reporting, and analysis as required.
- Work collaboratively with the Data and Exams team undertaking agreed responsibilities as directed by the Data Manager.

Other

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

Additional

- To support school activities, attending appropriate school events e.g. Open Evening.
- To be willing to be trained as, and to be one of the school's many First Aid Officers (for support staff recruited after September 2004).
- Any other duties deemed reasonable, as directed by the Chief Finance & Operations Officer or Principal.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic Responsibilities of all Rainhill Staff

(a) To work consistently to uphold school's aims.
(b) To work in a co-operative and polite manner with all stakeholders.
(c) To work with students in a courteous, positive, caring and responsible manner at all times.
(d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
(e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
(f) To work with visitors to the school in such a way that it enhances the reputation of the school.
(g) To seek to improve the quality of the school's service.
(h) To adhere to the schools dress code and code of conduct.
(i) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. professional, and appropriate, appearance at all times including when out of school, eg trips, CPD etc.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service check.

PERSON SPECIFICATION

Criteria	E/D	A/I
Knowledge and Experience		
Experience of managing cover or staff deployment in a school or similar environment.	E	A/I
Experience of working with school data systems or strong willingness to develop this area.	E	A/I
Experience using Management Information Systems such as Arbor (or similar).	E	A/I
Understanding of school operations, timetabling, or administrative processes.	E	A/I
Experience of managing cover or staff deployment in a school or similar environment.	E	A/I
Experience of working with school data systems or strong willingness to develop this area.	D	A/I
Experience analysing and presenting student performance data	D	A/I
Experience using Management Information Systems such as Arbor (or similar).	E	A/I
Experience of coordinating or administering examinations	D	A/I/T
Understanding of school operations, timetabling, or administrative processes.	E	A/I
Qualifications and Training		
Good standard of Education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A
Minimum 2 years experience of working in a school setting	E	A/I
QTS/QTLS	D	A
Training in special educational needs strategies	D	A/I
Skills and Abilities		
Excellent organisational and time-management skills.	E	A/I
Ability to work under pressure and respond to changing priorities.	E	A/I
Strong communication and interpersonal skills.	E	A/I
Ability to lead, motivate, and develop a team.	E	A/I
High level of accuracy and attention to detail.	E	A/I
Strong IT skills, including spreadsheets and data handling.	E	A/I
Proactive and solution-focused approach.	E	A/I
Professional, reliable, and discreet.	E	A/I
Flexible and adaptable in a fast-paced environment.	E	A/I/T
Commitment to supporting pupil learning and school improvement.	E	A/I/T
Previous experience leading or supervising staff	D	A/I
Knowledge of safeguarding requirements in schools	E	A/I
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role D = Desirable requirement of the role A = Assessed via the application form I = Assessed at Interview
T = Task

STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children`s lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

HOW TO APPLY

https://rainhillhighschool.org.uk/about/rhs-vacancies

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification car˙efully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

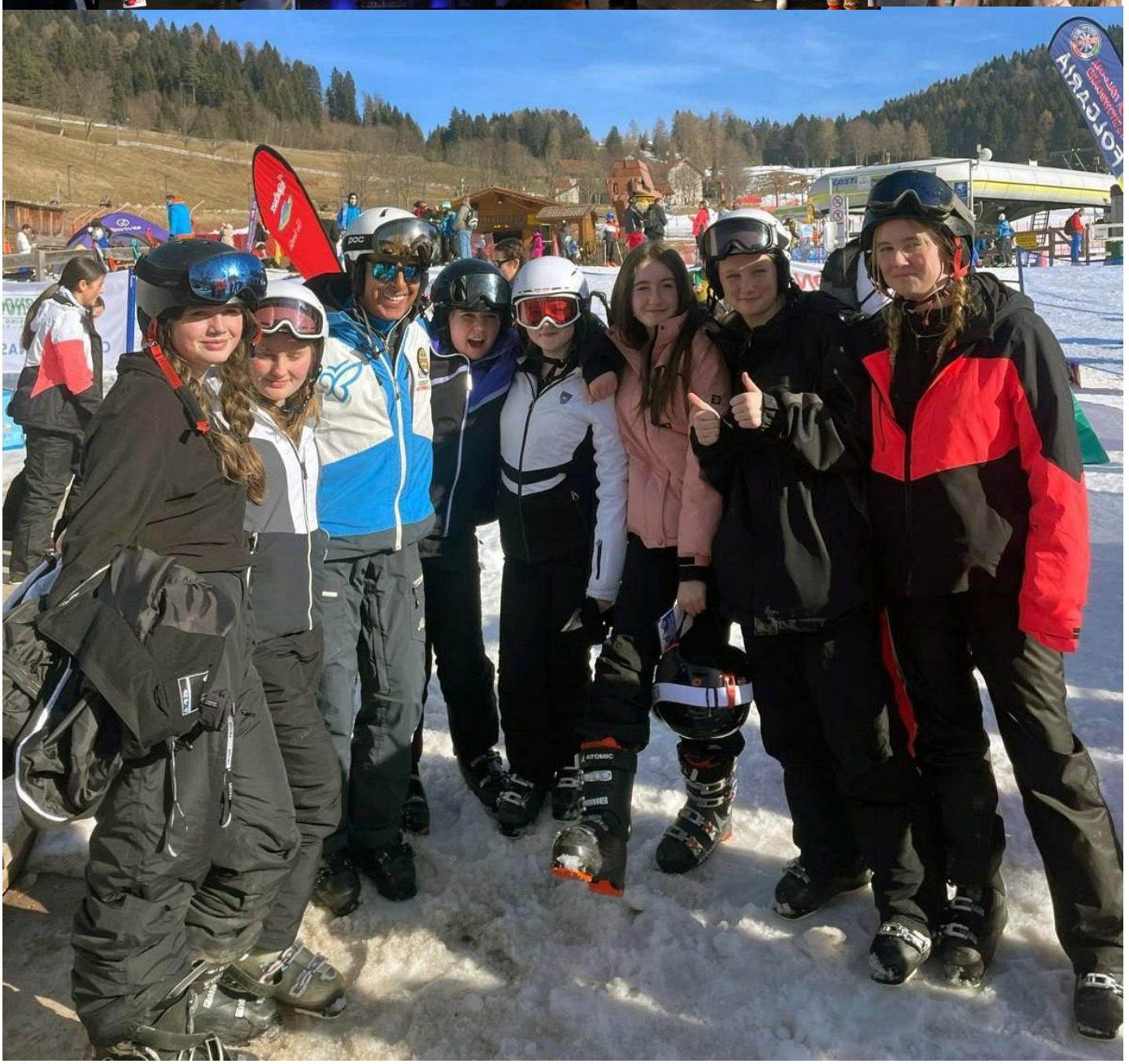
Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the **Application Form**



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