

Briefing Pack for Applicants Cover Manager



Ecclesfield
SCHOOL

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

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



Contents

Section 1: Post Advertisement.....	1
Section 2: Letter from the Chief Executive – Bev Matthews.....	3
Section 3: Letter from the Headteacher – Richard Walkden.....	4
Section 4: About Ecclesfield School.....	5
Section 5: Job Description.....	8
Section 6: Person Specification.....	12
Section 7: The Appointment Process.....	14
Section 8: Visitors to Ecclesfield School.....	16

May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Cover Manager

Location: Ecclesfield School

Salary: NJC Grade 5, point 15 – 20 £30,024-£32,597

Actual Annual Salary: £26,486-£28,756 (Under 5 years service)

Contract: 37 hours per week, 40 week contract (term time, plus 1 week)

Start date: As soon as possible

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Ecclesfield School joined the Trust in December 2017 and, as a sponsored academy, is developing this partnership and making rapid improvements for our students and community.

We are seeking an experienced and highly organised administrator to join our Operations and Business Support team in a busy and successful secondary school. The Cover Manager is central to the smooth day-to-day running of the school, coordinating staff absence, arranging internal and external cover, and working closely with senior leaders, teaching staff and cover supervisors to ensure continuity of learning. We are looking for a proactive, calm and resilient individual with excellent organisational skills, strong attention to detail and the ability to manage competing priorities in a fast-paced environment. In return, we offer a supportive team, opportunities for professional development, and the chance to play a key operational role in a school that values staff wellbeing, collaboration and high standards.

Candidates are encouraged to visit the school or have an informal discussion about the role with the Business Support Manager. Arrangements for this can be made by contacting J Reville, PA to the Headteacher via e-mail: jrevill1@ecclesfield-mlt.co.uk

The closing date is Monday 9am on 22 June and interviews will take place shortly after.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting J Revill, PA to the Headteacher via e-mail: jrevill1@ecclesfield-mlt.co.uk.

The application form and information pack is available on the Trust website [All Vacancies - Minerva Learning Trust](#) . **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher – Richard Walkden

Dear Candidate

Thank you for your interest in this role and in our school. Ecclesfield School is a popular and over-subscribed all-ability, 11-16 school. Ecclesfield School joined the Minerva Learning Trust in December 2017. The school received a 'Good' Ofsted inspection in the summer of 2022, and we continue to build on this work. Results in Summer of 2024 were a step forward from 2023 and we strive to improve in all areas, every day.

Here at Ecclesfield School we understand the power of education to transform lives, communities and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

Ecclesfield is a happy, creative, focused and aspirational community that is built on the strong foundations of our broad curriculum, our inclusive ethos, our highly qualified and knowledgeable staff and our enthusiastic students. All our staff ensure that our students are given the very best opportunities through their education. My belief is that people achieve the best outcomes when they enjoy what they are doing, feel safe and are rewarded for their commitment and success. Our philosophy is simple and is based around our core values of Work Hard, Be Kind, Aim High, Show GRIT.

We expect the very highest levels of behaviour and attitude to learning from our students, coupled with a real focus on building positive relationships. We take every opportunity to study a wealth of subjects at both Key Stage 3 and 4. Our wider school life gives students and staff the opportunity to travel all over the world, take part in shows, give back to the local community, be a part of a team, go out into the working world, experience other cultures and meet people from all walks of life.

Support and care are equally important for all members of staff. We have a well-developed Continuing Professional Development (CPD) programme at Ecclesfield School that is now supported further by the growing CPD offer from the Trust. Wellbeing is also rightly high on our agenda. We have clear well-being principles in place that guide our work in school and an annual action plan full of suggestions made by staff.

I look forward to receiving your application.

Richard Walkden
Headteacher

Section 4: About Ecclesfield School

OUR ETHOS

Ecclesfield School understands the power of education to transform lives, communities and society. We aspire to achieve individual and collective excellence in all that we do through nurturing every student's unique potential, expanding their horizons and promoting their understanding of the invaluable contributions they can make as citizens in a global society. We recognise the importance of students leading rich and diverse lives and actively pursue a curriculum and pastoral provision which enables them to flourish in this area.

By fostering our students' spirit of engagement, adventure and ingenuity, we will nurture all young people as fully rounded individuals, providing them with the challenge and support they require to succeed.

ABOUT US

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: <https://ecclesfield-school.com/statutory-information/ofsted-reports>

Ecclesfield School is a popular and over-subscribed all-ability, 11-16 school. We have a truly comprehensive intake and aim to serve all of the school community in all of our work. Our intake is drawn largely from North-east Sheffield, including Ecclesfield, Chapeltown and High Green, though many students travel from further afield. Our standard student number per year is 350 and our current roll is 1750, making Ecclesfield one of the largest schools in the city. Ability on intake is broadly average. Around 29% of our students are classified as Pupil Premium.

The school has around 20% of students on the SEN register. The range of special needs in school is considerable; we have students with speech, language and communication difficulties, physical difficulties and some with moderate to severe learning difficulties. In addition, there are also significant numbers of students who have been identified as gifted and talented in a range of areas.

The Senior Leadership Team is comprised of eight colleagues – the Headteacher, two Deputy Headteachers and five Assistant Headteachers, supported by the Business Support Manager and Central Team for the Trust. Senior staff take responsibility for specific and targeted line management of key areas in the school. The school has distributed leadership model in which leaders at all levels increasingly take responsibility for raising standards of attainment and achievement.

Currently we have a teaching staff of over 100 who provide a rich balance of enthusiasm, energy, creativity and experience. Our team of support staff plays a vital part in the success of the school, and all are important members of our community. We aim to involve all staff in the life of the school through communication, including daily briefings and regular meetings. Staff development is supported through a highly effective professional learning policy, which lays emphasis on sharing good practice internally and driving up standards in teaching and learning. All teaching staff belong to departmental teams led by Curriculum Leaders.

All teachers are involved in the student mentoring system, either as mentors for a whole vertical tutor group or in the school's one-to-one mentoring programme. Student leadership in the school is well advanced. The School and Year Councils have been in place for some time, and we have a senior prefect group drawn from Year 11 and also a Head Boy and Head Girl. Below this sits a Junior Leadership Team as we continue to increase student participation in school direction. These developments are beginning to encourage students to take more responsibility, to share more effectively in decision-making across the school, to provide positive role models for younger students and to contribute more widely to all aspects of school life.

The school is supported by a committed and supportive Local Governing Body, ready to scrutinise and challenge the work of the school. Led by the Chair of Governors, the Local Governing Body works through a series of committees, each supported by a member of the leadership group. The governors take on 'link' roles and are beginning to work effectively with a range of key personnel within the school. The Local Governing Body feed into the Minerva Learning Trust Board who have overall accountability for schools within the Trust.

The curriculum is organised within a 50 period, two-week timetable and we aim to use this vehicle to support and stimulate all students. As a result, a large number of activities and experiences are timetabled for students. These include a one-week period of work experience for all Year 10 students. Many subject departments organise trips and visits; these include trips to local museums, field trips, visits from theatre groups and curriculum-related visits to sites around the country.

At Key Stage 3, students follow a broad and balanced curriculum including the core and foundation subjects, Drama, Information Technology, RE, Art, Music, PE and Technology. All students study Spanish, French or German (with some students going on to pursue two languages at GCSE). In Year 7, with the exception of Maths, all subjects are taught for the year in mixed-ability teaching groups.

At Key Stage 4 we offer a core curriculum of English, Mathematics, Science (combined trilogy and triple sciences), Science or Geography, PHSCE/RE and PE with three further option subjects available. These include Art, Business Studies, Drama, Computer Science, Music, P.E. and Religious Studies. Students can opt for Technical Awards in a range of subjects including Sport, Music, Health and Social Care and Engineering. The school is well-placed to meet the demands of the English Baccalaureate with MFL, Science and Geography popular option choices. Our most recent performance indicators shows attainment in the EBacc running above the national level. We are confident that our current curriculum model, whilst under constant review, allows us to meet the needs of all students, preparing them fully for life beyond 16.

The extra-curricular life of the school is rich and varied, though this is an area we are always keen to expand. There are more than 100 clubs, lunchtime and after-school clubs and teams which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. As a school that particularly values performing and visual arts there are a host of creative opportunities for students to take part in from music lessons and ceramics to the four annual school productions. In terms of sport, a wide range of teams and activities take place, achieving considerable local, regional and, on occasion, national success. There is a strong programme of residential, visits and foreign trips throughout the school from the ski trip to language immersion trips.

We aim to enable all colleagues to fulfil their potential. We are partnered in Initial Teacher Training with Sheffield Hallam University and Sheffield University. We aim to support new colleagues, be they NQTs or more experienced teachers or support staff, via an induction programme and

mentoring scheme which can be tailored to meet their needs. We are also partner members of the Sheffield Teaching School Alliance, centred at Silverdale School, and are looking to build upon our excellent reputation for Professional Learning by taking a leading role in the development of the training arm of the Teaching School Alliance.

We are developing a vibrant learning community in which all students and staff are able to thrive. Our strategic vision is to move this school forwards by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: www.ecclesfield-school.com

Section 5: Job Description



Minerva Learning Trust Job Description



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

POST TITLE	Cover Manager
GRADE/SALARY	Grade 5, Point 15 – 20
HOURS/WEEKS	5 days per week, 40 weeks per year (term time, plus 1 week)
LOCATION	Ecclesfield Secondary School
RESPONSIBLE TO	Business Support Manager
RESPONSIBLE FOR	Cover Supervisors/Deputy Cover Manager
PURPOSE OF THE JOB	To manage and administer the daily and long-term cover for the school including the line management of the cover supervisor team.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none">• Proven experience in the field and/or relevant business administration qualifications• Equivalent experience in administration• Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out their duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Cover management.

- To manage and administer the cover system and ensure cover is assigned as required for staff absence.
- Maintain the daily cover system using the appropriate MIS software and cover diary.
- Liaise with SLT and CPD co-ordinator in relation to requests for absence and ensure all approvals are in place before arranging cover.
- Produce and circulate a daily cover list to notify all staff of cover arrangements and organise any room changes.
- Contribute to planning to cover events in line with the whole school calendar and long-term absence.
- Liaise with approved supply agencies or recruit to the school supply list to organise long and short-term cover to meet the school needs.
- Ensure all relevant employment checks are completed and appropriate entries made to the school single central record in conjunction with the Headteachers PA.
- Utilise cross-Trust deployment of cover to achieve greater efficiency for the school where available.
- Undertake monitoring of the usage of each agency and liaise with the School/Central Finance Team regarding payment of invoices.
- Co-ordinate the arrangements for supply staff and ensure they are inducted on school routines and can access relevant school systems.
- Check and authorise timesheets or other relevant documentation to confirm the supply hours worked and liaise with providers to ensure payment.
- Line manage and co-ordinate the Cover Team including completion of the performance management process and appropriate inductions.
- Ensure Cover Supervisors are aware of their timetables and cover duty rotas and deployed appropriately either to cover absence or carry out other appropriate duties.
- Monitor teaching staff cover arrangements to ensure any cover allocated is within the statutory requirements of the School Teachers' Pay and Conditions document.
- Maintain accurate records in relation to staff absence and assist the Business Support Manager in the production of reports and analysis in relation to this.

- Work closely with the SLT lead for CPD to monitor and record the impact of external CPD and maintain the overall record of CPD in school.
- Liaise with the Business Support Manager regarding monitoring the level of absence and cost of supply cover. Ensuring contracts with supply agencies are from the preferred supplier list (where possible) to achieve the best value, and bookings are in line with the Trust agreements.

Administration and Organisation.

Provision for the management of cover is the main area of work for this post holder. Due to unpredictable demand for this function, when there is insufficient work the post holder will support the central office on any of the following.

- Work closely with the Headteacher's PA/SLT providing administrative support for the school.
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors as required to support the general administration of the school, deputising for reception/admin as appropriate.
- Provide general admin/clerical support e.g. photocopying, filing, routine correspondence, dealing with incoming and outgoing post, completion of standard forms etc.
- Maintain manual and computerised records/management information systems as required ensuring information is kept up to date and accurate, reporting faults as necessary.
- Produce lists/information/data/reports as required e.g. pupil data, school reports
- Undertake typing/word-processing duties and other ICT based tasks as appropriate.
- Support the administration of school communication systems including email accounts, school text messaging system, school newsletter etc.
- Provide general advice and guidance to staff, pupils and others as appropriate.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.
-

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Cover Manager

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
Proven experience in the field and/or relevant qualifications	AF/I
Equivalent to NVQ Level 2 in English and Maths	AF/I
KNOWLEDGE AND EXPERIENCE	
Solid experience in the field	AF/I
Experience of administration work in a busy office	AF / I
Experience of liaison with external agencies	AF/I
Experience of planning, organising and scheduling work and events	AF / I
PROFESSIONAL DEVELOPMENT	
Develops own knowledge and skills to improve service area performance	AF/I
SKILLS	
Able to communicate effectively with people at all levels e.g. staff, students, governors, alumni and external contacts	AF/I
Able to work effectively as part of a team recognising own role as a team member	AF/I
Enthusiastic, positive and possess a 'can do' attitude	AF/I
Ability to learn from experiences	AF/I
Supervising a team of staff	AF/I
QUALITIES AND ATTRIBUTES	
Good organisational skills	AF/I
Ability to contribute to ensuring that the service area meets the needs of the school and its stakeholders	AF/I
Accuracy when receiving information both verbally and written	AF/I
Maintains standards set by the organisation	AF/I
Takes responsibility for own actions	AF/I
Ability to work alone unsupervised	AF/I
Ability to work effectively under pressure, prioritise and meet deadlines	AF/I
Ability to work accurately and produce quality work	AF/I
Attention to detail	AF/I
Maintain confidentiality	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I

Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to J Revill the Headteacher's PA jrevill1@ecclesfield-mlt.co.uk.

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to jrevill1@ecclesfield-mlt.co.uk by the closing date.

Section 8: Visitors to Ecclesfield School

Approaching from the north

By car (via M1)

Visitors should leave the M1 at junction 35 and follow the signs for Rotherham/Chapelton into central Chapelton. At the mini-roundabout, take the first exit on the left, keeping the railway bridge to your right. This is Chapelton Road. The school is situated on the right hand side of this road at the top of the hill, about half a mile from the center of Chapelton.

By Train

Chapelton station is served by regular services from Barnsley, Leeds and Kirklees. Upon leaving the station, head for the mini-roundabout and turn right, heading up Chapelton Road. The school is situated on the right hand side of this road at the top of the hill, about half a mile from the center of Chapelton.

Approaching from Sheffield

By Car

Take the A61 through Hillsborough and continue towards approximately 1 mile until reaching the right-hand filter from the dual carriageway, sign posted Ecclesfield. Follow this road, crossing a mini-roundabout, through the housing estate for approximately two miles, until reaching a T-junction. Turn right. Ecclesfield Parish Church will be on your left hand side. Continue for approximately 600 meters until reaching the T-junction with Chapelton Road. Turn left. The school is situated on the left hand side of this road at the top of the hill, about 400 meters travel.

By Train

Chapelton station is served by regular services from Sheffield central station. Upon leaving the station, head for the mini-roundabout and turn right, heading up Chapelton Road. The school is situated on the right hand side of this road at the top of the hill, about half a mile from the center of Chapelton.