

# Cover Manager

Rossett School, part of Red Kite Learning Trust



**Rossett School**  
Success for everyone

**Contract:** Permanent, Term-Time + training days (39 weeks)

**Hours:** Full-Time, 37 hours per week

**FTA Salary:** £28,770 per annum

**Actual Salary:** £24,642 per annum

- For everything you need to know [our school](#)
- For everything you need to know about [the role](#)

**Additional benefits:** We are delighted to offer all our valued colleagues a benefits package including an excellent local government contributory **pension scheme with an employer rate of 19.5%**. £5k cycle to work scheme, discounted gym, family health, private medical insurance and dental care plans, discounts and online offers at major high street/online retailers and our employee assistance programme accessible by you and your family.

**About the role:** The primary role of the Cover Manager is to support the smooth running of the school on a day-to-day basis. The Cover Manager will organise and administer cover for absent teachers and occasionally teaching assistants, which includes arranging cover from supply agencies or internal resources. Working with our Deputy Headteacher, our Cover Manager will contribute to the strategy for cover for particular circumstances, working to achieve best value for the school.

**Culture and values:** As a member of our Trust, you will benefit from;

- being part of a truly collaborative trust, working with professional generosity and towards a shared mission of **nurturing ambition, delivering excellence and enriching children's lives**
- our Trust commitment to continued invest in our people, supporting every member of staff throughout their career to be the best they can be
- a clear set of RKLTL values and a celebration of equality and diversity

**As a Flexible Working Ambassador school,** we recognise the huge benefits of offering alternative working options for our colleagues and champion this innovative approach across our Trust. Whatever your preferences are, we are open to a conversation to explore how we can accommodate your needs within this role – **just ask!**

**FIRST STEPS:** We would love to speak to you about how we work and what we have to offer. We warmly invite you to speak to us or visit our team, **in advance of applying for the post**, to ensure this is the right role for you. Please contact Gaynor Murtagh (HR Officer – Recruitment Lead) on [murtaghg@rkl.co.uk](mailto:murtaghg@rkl.co.uk) for an initial conversation or to arrange your visit.

Applications will be considered as they are received, and interviews may commence whilst this advert is open. If this role is of interest to you, we encourage you to speak to us and/or apply asap.

**READY TO APPLY - [CLICK HERE!](#)**

**#RKLTPeople**

At the heart of excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sections of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rkl.co.uk/Vacancies](http://www.rkl.co.uk/Vacancies)

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