



United Learning
The best in everyone™

Briefing Pack for Applicants

Cover Manager

July 2026

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Section 1 - Post Advertisement



Job title:	Cover Manager
Location:	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
Starting salary:	FTE £37,018.00 gross per annum pro rata (actual of £31,942.26) starting salary.
Contract:	Permanent
Hours of work:	Full-time, 37.5 hours per week, 39 working weeks.
Start date:	As soon as possible.

We are seeking to appoint a diligent and proactive individual for the position of Cover Manager at Sheffield Springs Academy.

The successful post holder will manage cover for day to day, short-term and long-term absences for teaching and support staff to minimise disruption to the effective running of the academy. This role is key in supporting the day-to-day running of the academy. It is important for you to be confident in the use of IT and in using a variety of software packages and Arbor (Management Information System). Training will be provided.

This is an excellent opportunity to join an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Springs Academy is an 11-16 school. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

You will be working with an established team to deliver a comprehensive, professional and customer-focused service. Excellent interpersonal and organisation skills are essential. The successful candidate will ideally be able to work independently as well as part of a team. Confidence in using appropriate IT packages is essential, alongside the ability to communicate with a diverse range of stakeholders.

Please note the working hours for the role is 07:10 – 15:10 Monday to Friday. There can be a business need to complete work after 15:10 during term time.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the beautiful Peak District within a 20 minute commute. Quality of life is routinely ranked highly and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

We are looking for someone who is:

- Reliable, highly motivated and self-driven.
- Experienced with an excellent knowledge and understanding of cover.
- Keen on attention to detail, has high standards and takes pride in their work.

- A team player with strong communication skills.

We will offer you:

- Highly competitive salary.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- Polite, respectful and dedicated students who want to learn and fulfil their potential.
- A respectful working environment.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- A chance to become part of one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance.

If you possess these qualities and share the academy's vision then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Springs Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is 23:59 Friday 04 September 2026. Interviews will take place soon after.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

About United Learning:

Sheffield Springs Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our

academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

Section 2 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley, Sheffield Park and Sheffield Springs, who work alongside a number of local Primary Academies; all within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our motto is, “the Best in Everyone”. This is a useful phrase that sums up the work and ethos of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 3 – Letter from the Principal of Sheffield Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work, and in which to learn. Our values are excellence, pride, and ambition; if you join our academy, you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

The team

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 14 years, and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in the our pupils, and new employees are warmly welcomed into this team.

Where we are, and where we're going

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, and we are embarking upon a journey to becoming a great school. As part of this journey, we are creating an academic culture that is warm and strict, disciplined and joyful, and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

Location

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage, and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network, and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply, and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,
Claire Cartledge
Principal
Sheffield Springs Academy

Section 4 – Job Description



Job Description

Post title	Cover Manager
Salary	Band 2
Responsible to	Assistant Headteacher
Responsible for	There are no direct line management responsibilities associated with this role however, there are elements of supervision.
Role purpose	To manage the cover requirements for the academy on a day-to-day basis.
Relevant qualifications	Minimum GCSE grade C or equivalent in Maths and English. Experience in cover and administration in a secondary academy setting. IT skills.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

Responsible for the facilitation of cover for absent teachers, for planning and organising high quality classroom cover as well as necessary non-teaching/support roles. Supervise and monitor all daily supply staff. Liaise with recruitment agencies and ensure financial procedures are adhered to at all times.

Key Responsibilities

Management of Cover

- Organise and manage cover for whole-school purposes on a daily basis, arranging the necessary staff cover for all planned staff absences, off-site and internal activities, and organising room changes where necessary.
- Coordinate cover arrangements and undertake lesson cover as required to support the effective delivery of the curriculum and maintain continuity of learning.
- Responsible for the deployment of Cover Supervisor, supply teachers and other agency staff.

- Advise academy leaders and managers of approved cover requests and publish the daily cover list for all known absences, updating throughout the day as necessary.
- Take daily calls from absent staff and report as required for attendance management purposes recording all absence on the Management Information System (Arbor) and HR records as required.
- Organisation of advance absence requests including meeting and CPD requests, obtaining approval from the Principal and inform member of staff of the outcome (approved/not approved). Process the absence and update systems as required.
- Liaise with external agencies to ensure high calibre supply staff are available when required.
- Ensure Financial procedures are adhered to at all times preparing requisitions and gaining authorisation where necessary.
- To Deputise for School Medical Officer in their absence (Level Three First Aid at Work).
- Manage the cover rota to ensure that extra cover duties for absent colleagues are apportioned appropriately across all teaching staff.
- Responsible for emergency cover throughout the day including room changes if required.
- Make decisions regarding the most appropriate person to cover particular absences.
- Maintain communication with the Senior Leadership Team on matters regarding cover in order to ensure that curriculum needs are met.
- Distribute cover work as required.
- Monitoring annual leave for non-teaching staff, including maintaining annual leave records.
- Creating and sending out the annualised hours spreadsheets for term time plus staff and updating HR.
- Processing and distribution of reports as required.
- Managing re-roomings for all temporary re-rooming requests/computer room bookings and exam re-roomings.
- Maintain appropriate standards of professional appearance and conduct.
- Comply with academy policies and to maintain the total need for confidentiality and data protection.
- Continue to academy events as and when required.
- Ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity ensuring equal opportunities for all.

- Develop professional, constructive relationships with other agencies, academies and professionals.
- Participate in meetings, training and performance development as necessary.

Safeguarding

To be aware of and work in accordance with the academy'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.

General

- Develop excellent working relationships with colleagues internally, centrally, and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- 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 Executive Business Manager and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 5 – Person Specification



Person Specification

Post title	Cover Manager		
Salary	Band 2		
Education and Qualifications		Essential	Desirable
GCSE Grade C (or equivalent) or above in English and Maths		X	
Good written and oral communication skills.		X	
A Levels (or equivalent)			X
Experience		Essential	Desirable
Experience of working in a similar role.		X	
Excellent organizational and time management skills. Able to remain calm under pressure, work to deadlines and manage competing priorities.		X	
Work constructively as part of a team and autonomously under your own initiative.		X	
Experience of working with children in a school or learning environment.		X	
Experience working as a cover manager/supervisor/HLTA/Learning Mentor			X
Knowledge and Skills		Essential	Desirable
Highly proficient in the use of ICT in relating to academy systems including Arbor.		X	
Ability to follow set systems and procedures.		X	
Good interpersonal skills and ability to work with stakeholders at all levels.		X	
Ability to communicate effectively both verbally and in writing.		X	
Ability to maintain efficient record keeping systems.		X	
Ability to be creative to respond to a fast-paced environment.		X	
Commitment to maintaining Health and Safety and the safeguarding of students and promoting the welfare of children and young people.		X	
Good word processing skills (Microsoft Word)		X	
Experience in the use of electronic communications, for example, e-mail.		X	
Understanding of the educational sector			X
Teamwork		Essential	Desirable
Recognises the contribution and achievement of colleagues.		X	
Keeps colleagues, stakeholders and/or customers informed of progress.		X	
Treats others fairly, openly and consistently.		X	
Expresses disagreement or challenges views calmly, constructively and tactfully.		X	
Supports and co-operates with colleagues.		X	
Ability to deal tactfully and professionally with colleagues.		X	

Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Ability to self-evaluate learning needs and actively seek learning opportunities	X	
Willingness to learn.	X	
Ability to demonstrate commitment to equal opportunities.	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
A pleasant disposition and ability to stay calm under pressure.	X	
Methodical approach to work tasks with key emphasis on accuracy.	X	
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	X	

Section 6 – The Appointment Process

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

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

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

Present Appointment

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

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.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

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 support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

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

Section 7 – Visitors/Contacts for Sheffield Springs Academy



Sheffield Springs Academy
Hurlfield Road
Sheffield
South Yorkshire
S12 2SF

Website: www.sheffieldsprings-academy.org

Email: enquiries@sheffieldsprings.org

Telephone: 01142392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life and by all members of our wonderful team.