



ST. MARY'S
MENSTON

JOB DESCRIPTION

POST HOLDER	Cover Manager
RESPONSIBLE TO	Office Manager
DETAILS OF POST	NJC Grade C1 (scale points 12 – 17) 37 hrs per week, TTO plus 3 additional days (first day of the September term, GCSE & A Level results days) Hours of work: 7.00am – 3.00pm Mon – Thurs and 7.00am – 2.30pm Friday including 30 minutes unpaid lunch break each day
JOB PURPOSE	To provide effective and efficient arrangements for cover across the school, including managing emergency cover. To support the administrative curriculum activities as required to facilitate the smooth running of the admin function within the school.
MAIN DUTIES / KEY TASKS	<p>Cover Manager</p> <ul style="list-style-type: none"> • Delivery of an effective and professional cover process liaising with the Senior Leadership Team and staff as necessary. • Develop constructive relationships with other supply agencies/professionals. • Arrange cover as required daily and for planned activities such as exams, fieldwork or meetings/events on or off site • To prepare details of the cover spend and patterns as required for SLT. • Work closely with Deputy Headteacher and Heads PA for any diary requests and plan for staff absences • To use the Cover module in Arbor to register staff absence, planned or unplanned, and arrange cover supervision • To work with teacher supply agencies, where cover is not possible internally, to arrange suitable cover • To liaise with staff where rooming changes are required (e.g. the Exams Officer) • To ensure all staff are aware of cover arrangements and rooming changes at the start of the day and as changes are required. • Deputise in the absence of the Office Manager <p>Additional Responsibilities</p> <ul style="list-style-type: none"> • To work as part of a team to assist with admin support for the Curriculum Office staff and senior leadership team. • To support with the organisation and setting up of Parents' Evenings.

	<ul style="list-style-type: none"> • Provide cover for Visitor Receptionist as required Be able to deal with more complex enquiries both internally and externally • Able to work unsupervised and be able to prioritise own workload to meet conflicting deadlines • Use IT and databases effectively to deliver administrative tasks effectively (Microsoft Office) • Input and retrieve data on computerised systems including Arbor (school MIS software) • Be able to produce and present routine reports and data as required • To communicate effectively internally and externally in relation to work undertaken including sensitive and complex information • To work flexibly and be able to manage multiple demands <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota • To undertake First Aid at Work training and act as a First Aider • Assist with / attend school trips, visits and out of school activities as required to supervise pupils • To undertake invigilation duties as required • Contribute to the Catholic ethos of the school • Comply with the school's approved policies and procedures • Participate in and support the school's performance management process and attend any relevant training • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i>
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
Signed:	Date:
Name:	