



St Wilfrid's

Church of England Academy



Salary: NJC18-22, £31,537-£33,699 pro rata, Actual salary £27,457 - £29,339
Contract: Permanent - 37.5 hours per week, term time plus 1 week (7.30am-3.30pm)
Closing Date: Monday 18th May 2026

COVER MANAGER

WELCOME

DOMINE DIRIGE NOS

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy. This pack is intended to provide you with specific information regarding the position and how you will help support students and staff within the Academy.

We are seeking to appoint a skilled administrator who likes working with children. Within this role you will liaise with Teaching Staff, Learning Area Coordinators and agencies as appropriate. You will therefore need to have excellent communication and interpersonal skills, be focused, resilient and good-humoured. In addition, as the Cover Manager you will undertake daily cover supervision of classes as required. Our ideal candidate has experience in a classroom environment.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to **Live** Life to the Full', rooted in John 10:10. Whilst **Learning**, we are **Inspired** and develop our **Values** through **Experiences** as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists and also a right to work check.

This pack is intended to provide you with specific information regarding the position and how you will help support students and staff within the Academy. The key responsibilities are outlined within the pack, however if you have any further queries about the role, please contact K Nightingale, PA to the Principal.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs K Nightingale, PA to the Principal, via knightingale@saintwilfrids.com.

The closing date for the receipt of applications is 9am on Monday 18th May 2026.

I look forward to receiving your application.

Yours faithfully,

Mrs V Michael
Principal



ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst

maintaining a balance with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:
"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



JOB DESCRIPTION

PURPOSE

The Cover Manager plays a pivotal role in ensuring all teacher absences are covered. They are responsible for sourcing cost effective supply staff. Furthermore, they must ensure safeguarding requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks. In addition, the Cover Manager will undertake cover supervision and line manage the cover supervisor.

RESPONSIBILITIES

- Manage the day-to-day cover requirements, including planning, allocation, and reporting
- Deliver lessons set by subject specialist staff across a range of subjects (e.g. Maths, English, Arts, Humanities, PE)
- Follow risk assessments in practical subjects (training provided)
Support students in lessons, including those with special educational needs, ensuring safety and access to learning
- Promote positive student behaviour, addressing issues promptly in line with academy behaviour policies
- Source and manage cost-effective supply staff as required
- Organise rooming and timetabling changes in collaboration with the data team
- Manage lunchtime supervision arrangements, including sixth form student staffing
- Maintain accurate records of staffing hours and ensure timely payroll processing
- Process purchase orders, invoices, and claim forms
- Manage financial aspects of cover, including recharging of supply costs
- Maintain accurate records, including registers, CPOMS logs, and behaviour systems (e.g. Synergy)
- Support the administration of internal and external examinations in line with JCQ requirements (training provided)
- Contribute to exam invigilation and routine test administration
- Stay up to date with safeguarding requirements and ensure information is shared appropriately
- Comply with policies relating to child protection, health and safety, confidentiality, and data protection
- Contribute to self-evaluation and continuous improvement across the academy
- Attend and participate in meetings and wider school activities
- Actively support and promote the ethos and values of the academy
- Engage in continuous professional development (CPD), training, and staff appraisal processes
- Work collaboratively with colleagues and support wider team responsibilities
- Manage personal workload effectively to maintain a healthy work-life balance
- Contribute to staff development and share good practice

Working hours: 7:30am – 3:30pm. Due to the business needs the start time is not negotiable.

Employees will be expected to undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal.

REWARDS AND BENEFITS

- NJC pay scale: NJC18-22, £31,537-£33,699 pro rata, Actual salary £27,457 - £29,339
- Local Government pension scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.

SAFEGUARDING

St Wilfrid's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
<ul style="list-style-type: none">5 good GCSEs (or equivalent) including English and Mathematics	<ul style="list-style-type: none">NVQ Level 3 qualification or equivalent (relevant to post)A degree level qualification
EXPERIENCE	
<ul style="list-style-type: none">Have experience of working under pressure to deadlinesBe able to evidence experience of working effectively within a teamBe fully IT competent and be able to advise others where appropriate	<ul style="list-style-type: none">Have experience of administrative workHave experience of working with young peopleHave experience of working with supply agencies
SKILLS AND ABILITIES	
<ul style="list-style-type: none">Be able to relate to young peopleHave excellent communication skillsBe able to supervise and assist studentsHave good numeracy and literacy skillsHave a flexible attitude to workHave a commitment to professional developmentHave good time management and organisational skillsHave the ability to absorb, understand and disseminate a wide range of information and deal with confidential issues appropriately	<ul style="list-style-type: none">Have a working knowledge of relevant policies, procedures, codes of practice and an awareness of relevant legislation e.g. SafeguardingHave a First Aid certificate or be willing to gain this within an agreed time frameHave knowledge of SIMS.
PERSONAL QUALITIES	
<ul style="list-style-type: none">Be able to actively support and promote the Christian Ethos of the AcademyHave energy, ambition and enthusiasmHave a commitment to making a difference with a positive 'can do' outlookBe adaptable and resilientBe able to work flexibly to meet deadlines and respond to unplanned situationsBe proactive in supporting colleaguesPossess a good sense of humour and self confidenceBe able to lead by example and demonstrate professional values, securing the ethos of the Academy	

HOW TO APPLY



CLOSING DATE: 9AM MONDAY 18TH MAY 2026

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We look forward to receiving your application.

