



Job Title:	Cover Officer
Hours of work:	25 hours per week, Mon – Fri (7.30am – 12.30pm) term time only
Scale:	Scale 4, points 7 - 11
Actual Salary:	£11510 - £12459
Start date:	September 2022

Responsibilities and Duties:

Cover Duties

- To receive calls and emails from staff regarding their absence
- To organise daily cover for absent staff using the diary which details planned absences, meetings, school trips and training, plus unplanned absences
- To make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly
- To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list
- To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary
- To inform teaching staff of their cover responsibilities each day
- Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant members of staff
- To manage and administer the cover e-mail account for the delivery of cover work and advice from absent staff
- To develop relationships with supply agencies (for long and short term supply) and decide which agencies are preferred suppliers to the school. This includes negotiating daily and hourly rates with supply agencies in order to achieve the best value for the school
- To liaise with supply agencies on a daily basis and book supply staff as required

- To meet and inform supply staff of their cover responsibilities, checking ID, DBS etc
- To be the main point of contact for all supply staff and ensure timesheets are checked and signed daily and electronically authorised or faxed to agencies at the end of each week
- To liaise with Heads of Department and Senior Staff with regards to supply teachers who are on a long term contract, ensuring that appropriate feedback is obtained from the department and fed back to the agency
- To collate any issues with regards to the quality of cover work that has been set and inform Heads of Department when issues have arisen
- To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff
- To maintain records of supply staff used (including DBS information) and agency bookings and record information for the Single Central Record
- To prepare weekly record sheets of agency supply staff costs for the Finance Department
- To arrange cover for absent staff within non-teaching departments where necessary
- To support the HR Manager with personnel administration
- To organise and oversee the work of the Cover Supervisor Team and be responsible for distributing administrative duties, as appropriate, when they are not required to cover lessons
- To keep abreast of Cover Regulations for teaching staff and agency supply staff

Other Duties

- To ensure that Data Protection regulations are adhered to throughout the office, informing the GDPR Manager of any requests for information other than from approved agencies : DfES, LEA
- To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by School procedures. To ensure all necessary records are accurate
- To uphold and further the School's equal opportunities policy and to carry out duties effectively and without discrimination
- To act at all times in accordance with School policies and to provide a professional role model for students, parents and other staff

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references and an Enhanced Disclosure and Barring Service check.

Signed:

Date: