



Candidate Brochure Cover Supervisor Manager



THE DEAN TRUST
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Cover Supervisor Manager

SALARY: Grade 6, Points 21 to 25

£33,143 to £36,363 pro rata

START DATE: As soon as possible

WORKING PATTERN: Full-time, Term

Time Only, 39 weeks, including 5 INSET days

CONTRACT: Permanent

LOCATION: Abraham Moss Community School

RESPONSIBLE FOR: Cover coordination across the secondary phase

ACCOUNTABLE TO:

Deputy Headteacher / Assessment Lead

Job Summary

To ensure the efficient and effective administrations and organisation of all aspects of cover for teaching staff absence, exams and assessments, school trips and other calendared events.

To supervise a team of Cover Supervisors, providing guidance and directions, including the monitoring of standards and good practice.

Organising and managing educational trips, ensuring compliance with school policies, procedures and safeguarding requirements.

Responsible for the maintenance and ongoing management of the academic timetable for the school.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

Monitor the cover absence requests and emails each morning from 7.30am;

Liaise with the Deputy Headteacher regarding long term absence and planned trips/course/medical appointments etc.

Update and monitor the daily rota for cover within the school.

Key Responsibilities

Cover

- Responsible for the delivery of an efficient and effective cover process across the school
- Managing daily cover assignments using the schools management information systems
- Responsible for maintaining accurate records relating to staff cover and absences
- Manage and organise the daily deployment of teachers and supply staff to cover for absences, planned or unplanned, using the school management system
- Communicate cover arrangements and room changes to all staff at the start of each school day, including ad-hoc updates
- Manage the deployment of classrooms and meetings rooms required for planned activities
- Resolve scheduling conflicts, last-minute changes, and special requests in a timely and effective manner
- Establish and develop constructive and professional relationships with other supply agencies and stakeholders
- To engage supply agencies as efficiently as possible, where cover is not possible internally, to ensure 'best value' is obtained
- Welcome supply staff on arrival to site, ensure pre-employment safeguarding clearances are in place such as photo ID and enhanced disclosure, as well as school clearances such as, KCSIE etc.
- Ensure supply staff have access to school IT systems to ensure a smooth delivery of education to pupils
- Provide a systematic induction process for supply staff in order to maintain the schools expected standards of behaviour, safeguarding and teaching whilst
- Ensure supply staff are aware of their health and safety responsibilities
- Approve timesheets for supply staff in a timely manner
- Monitor, record and evaluate the effectiveness of cover teachers and supply teachers

- Analyse and report cover and absence statistics to the Deputy Headteacher
- Work closely with the senior leadership team to manage the school diary and advise on the scheduling of off-timetable events
- Keep up to date and adhere to 'rarely cover' regulations and guidance
- Keep abreast of changes to Bromcom and the school curriculum to ensure effective cover management
- To be responsible for and supervise a team of Cover Supervisors and external supply staff, providing timetables, handbooks, and work-related information
- Manage the People Development Process for Cover Supervisors

Trips

- Support trip leaders to ensure all relevant tasks relating to their trip or event are completed and communicated to relevant teams in a timely manner such as; coach quotes and bookings, risk assessments, catering requirements and medical information.
- Ensure all trips are compliant with school policies and procedures, including health and safety requirements
- Provide advice and guidance to all staff in the delivery of trips
- Procure documentation to support trips such as; emergency contact information

Timetabling

- Administer and maintain the school's academic timetable in coordination with the senior leadership team
- Use timetabling software to create and manage class schedules
- Allocate classrooms, teachers, and resources efficiently while considering teacher availability, room capacity, and student requirements
- Coordinate timetable adjustments for events, exams, substitutions, or staff absences
- Liaise with relevant staff to gather information and ensure the accuracy of the timetable
- Maintain up-to-date records of schedules, changes, and communication logs.
- Provide reports and schedule summaries to leadership, teachers, and parents when necessary
- Support the integration of timetables into school systems
- Monitor and evaluate the effectiveness of the timetable and implement improvements as needed

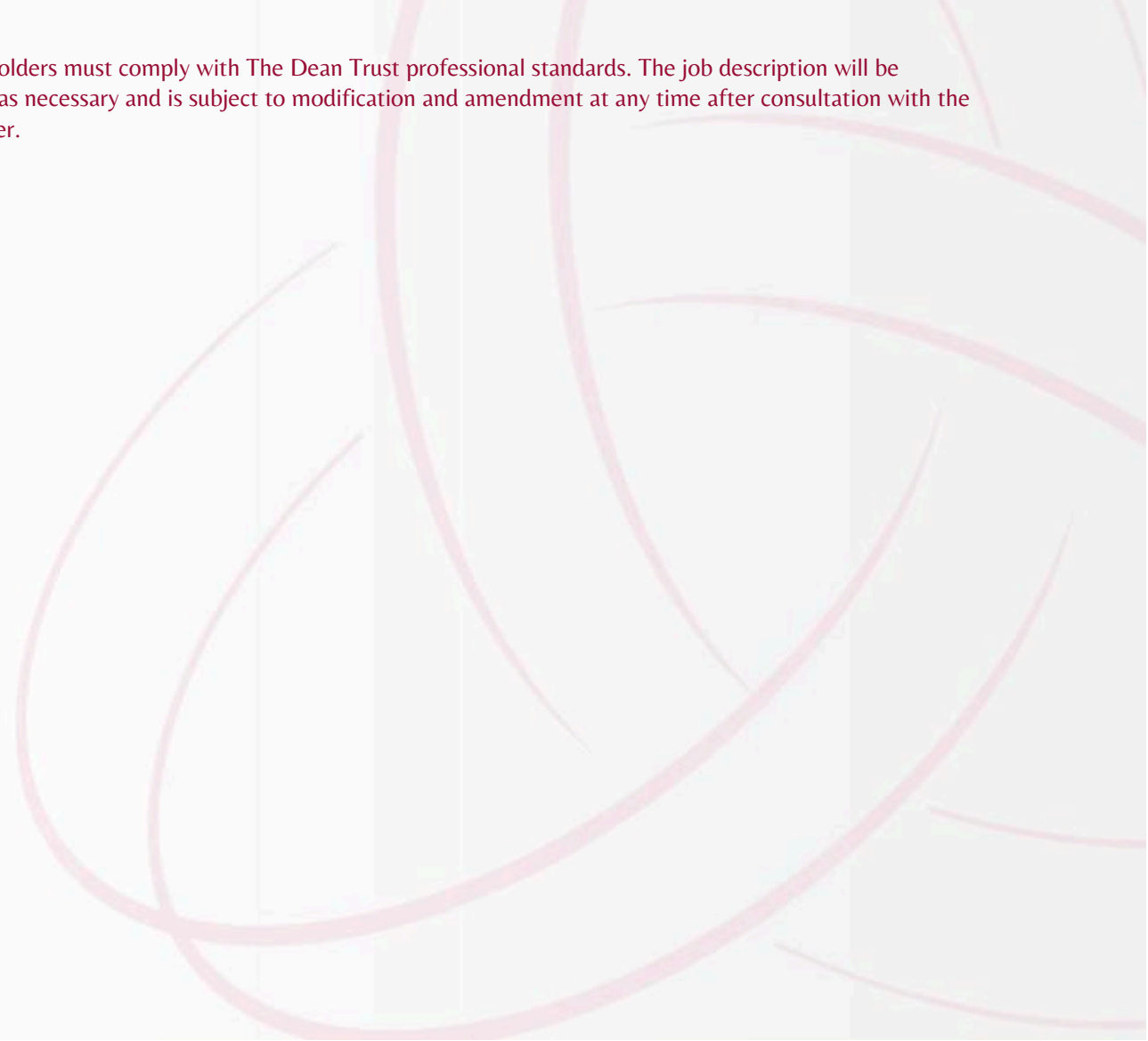
Other

- Coordinate the school immunisation sessions

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

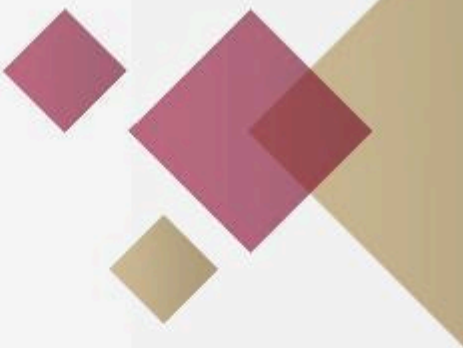


Personal Specification

	Essential	Desirable
Qualifications		
5 GCSEs including A*-C in English and Mathematics, or equivalent	✓	
Willingness to undertake further training and development as required	✓	
Experience		
Experience of successfully working in a busy administration environment	✓	
Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available	✓	
Experience of producing accurate and timely reports	✓	
Proven experience in scheduling, administration, or a similar role in an educational environment	✓	
Experience of successfully supervising and developing a team	✓	
Experience supporting examinations at an operational level		✓
Knowledge		
Excellent working knowledge of Microsoft Office including Word, Excel and Outlook	✓	
Proficient in using school management information systems such as Bromcom	✓	
Knowledge of curriculum planning and subject coordination	✓	
Familiarity with student grouping and teacher load balancing principles	✓	
Knowledge of examinations procedures		✓

	Essential	Desirable
Skills and abilities		
• Ability to manage a diverse and varied workload, in a busy and changing environment, prioritising on a regular basis	✓	
• Highly developed interpersonal and communication skills with the ability to communicate effectively at all levels	✓	
• Ability to develop professional relationships with staff, pupils and external stake holders	✓	
• Excellent organisational and time management skills	✓	
• Ability to work effectively under pressure, while maintaining a positive, professional attitude	✓	
• Ability to work meticulously with attention to detail	✓	
• Self-motivated with the ability to work without direct supervision	✓	
• Strong problem-solving and conflict-resolution abilities	✓	
• Ability to handle confidential issues and materials sensitively and appropriately	✓	





How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: No later than 09.00am on
Monday, 3 November 2025

Successful candidates will be notified

Any queries, please contact our HR Assistant: Noeline Taker
noelinetaker@abrahammoss.co.uk

