

St Aidan's Church of England High School

Cover Manager

**35 hours per week, TTO + 1 week – Grade I
7.30am-3pm Monday-Friday (30 minutes unpaid break)**

Main duties and responsibilities

The role of Cover Manager will be responsible for arranging and managing cover for absent colleagues, whether it is a planned or unplanned absence. The main duties and responsibilities will include but not be limited to:

- Proactive management and allocation of cover for planned and unplanned absence of all teaching staff by deployment of supply staff and cover supervisors to cover lessons.
- To liaise with SLT and other part-time staff to provide cover where alternative arrangements with usual cover staff has not been possible.
- Communicate daily cover information to staff and IT Team. Proactive communication of absences internally with Line Managers, Attendance Officer or SLT as appropriate to ensure any safeguarding considerations in respect of the absence are addressed.
- Monitor and manage the absence mobile phone for teaching and non-teaching staff (excluding Catering, facilities and teaching assistants).
- To liaise with Headteacher to approve planned absence requests.
- Manage cover supervisor and supply staff timetables to ensure effective deployment of regular cover staff.
- To provide cover as needed on an occasional ad-hoc basis where cover has not been possible.
- To ensure all absences are recorded on the MIS System and with Payroll, liaising with HR and Finance teams to ensure pro-active management of absences and reporting triggers.
- Request, check and sign off all supply forms each month for processing on Payroll system.

- To manage supply budget
- To liaise with Examination officers for re-rooming for exams and room bookings for all examinations.
- To liaise with colleagues across the school regarding room bookings and re-rooming of classes, communicating changes to all staff as appropriate.
- Manage rooming of Intervention classes and have overall management and control of bookings of IT rooms.
- Support the induction for any new supply or cover staff to the school.
- To arrange and lead termly team meetings with cover supervisors and appropriate SLT member.
- Collapsing and creating timetables when high numbers of a year group are away on trips.
- Manage the administration and staffing for annual student visit to the Great Yorkshire Show.
- Collate and publish extra-curricular timetable (lunchtimes and after school)
- Liaise with external photographer for annual student photographs and ensure timetable is communicated and runs to time with appropriate year groups.
- Support the administration function in the main office and reception as required.

Person Specification

The post-holder would need to take the initiative and remain calm under pressure, while being quick-thinking to be able to operate within a busy and fast-paced and ever-evolving school environment.

Essential Qualifications and Skills

- Have excellent verbal and written communication skills
- Have an understanding of classroom roles and responsibilities (desirable)
- Have experience of working within a school or with young people (desirable)
- Have the ability to work under pressure and respond appropriately to changing demands
- Professional and courteous manner
- The ability to remain calm when issues arise
- The ability to develop constructive and effective relationships at all levels
- Strong IT capability
- Able to take initiative and work autonomously
- Show commitment to the highest standards of safeguarding and child protection