



Cover Manager

- Job Title:** Cover Manager – Full-time, term time only.
- Role:** To provide effective cover and administrative support to the Deputy Headteacher.
- Line Manager:** Deputy Headteacher.

Main Duties:

1. Daily tasks:

- Download messages from voicemail every morning and record in cover diary details of absent staff – teaching and non-teaching.
- Co-ordinate all cover required in SIMS Cover programme and produce grid to send to all staff by e-mail well in time before the school day begins. This currently entails using firstly cover supervisors and then teaching staff for all cover requirements. If it becomes necessary to use an external agency to supply a teacher, Cover Co-ordinator must first obtain approval from Deputy Headteacher, explaining reasons for this course of action.
- Co-ordinate all room changes in SIMS Cover programme and create tables in Word programme to send to all staff the previous day.
- Arrange cover for absence staff who have a duty assignment for before school and break and after school.
- Include the duty cover requirements in daily cover e-mail.
- Receive and process all requests for cover and room changes.
- Respond to last minute requests for cover and room changes, ensuring all staff involved are aware of arrangements.
- Produce absence form for all absent staff to complete and obtain authorisation.
- Record details of absent staff in Absence spreadsheet in Excel.
- Enter data from completed absence forms into Absence spreadsheet.
- Deliver between approximately 3 lessons of cover a day.

2. Weekly Tasks:

- View the forthcoming week's cover requirements and complete cover as far as possible.



- Alert Deputy Headteacher about any “hot spots” where a lot of cover may be required.

3. Ongoing tasks:

- Deploy cover supervisors for cover in appropriate departments according to their individual strengths.
- Ensure cover supervisors have a radio to be contacted in an emergency.

4. Long term supply teaching staff:

- Maintain good relationship with supply agencies and keep a document on file for reference with their contact details.
- If long term supply staff are required, contact agencies to provide relevant CVs.
- Send CVs to relevant LT member and DHT..
- Once a selection of possible long term teachers has been made, contact agency to arrange a trial day for each one, liaising with relevant department to arrange suitable classes for lesson observation.
- Obtain booking information with DBS and teaching qualifications. A copy of this document to be kept in central staffing file and details put into Single Central Record excel spreadsheet.
- After trial day, once a supply teacher has been chosen, obtain relevant information for IT Support to provide e-mail address and laptop.
- Inform SIMS Manager to enter teacher onto SIMS.
- Agree timetable with department and LT member responsible for timetabling and inform agency.
- Ensure supply teacher is met on first day and escorted to department, made welcome and provided with all relevant school information.
- Make regular visits to teacher to check how they are settling in.

5. Room Bookings:

- Liaise with Exams Officer for all room requirements during external and internal exams.
- If classes need to be re-roomed, provide suitable substitute room.

6. Summer Term:

Warm-up / Top-up Yr11 Timetable:

- Liaise with relevant LT member to formulate warm-up / top-up timetable for Year 11 students using exam timetable provided by Exams Officer.
- Establish what cover and room change / bookings are required.



7. PA to the Senior Leadership Team:

- Provide professional, confidential and proactive administrative support to members of the Senior Leadership Team.
- Organise meetings, prepare agendas, collate and distribute papers, and take accurate minutes where required.
- Monitor and follow up actions arising from meetings, ensuring deadlines are met.
- Draft, proofread and distribute correspondence, reports, presentations and other documentation on behalf of senior leaders.
- Act as a first point of contact for parents, staff, governors, external agencies and visitors, dealing with enquiries professionally and efficiently.
- Maintain confidential records and handle sensitive information with complete discretion.
- Coordinate arrangements for school events, governor meetings, open evenings, admissions events and other leadership-led activities.
- Support the preparation of reports, data returns, presentations and documentation required for internal and external stakeholders.
- Assist with school communications, including letters, newsletters and parent correspondence.
- Maintain and update policy documents, leadership records and key school documentation.
- Support senior leaders with project management, monitoring deadlines and ensuring actions are completed.
- Undertake any other duties appropriate to the grade and responsibilities of the post as directed by the Headteacher or Senior Leadership Team.

8. Role Requirements for Operational Effectiveness:

- First class administrative and organisational skills.
- Well-developed communication and interpersonal skills.
- Able to produce accurate work within extremely short deadlines (often immediate).
- High degree of professional discretion due to the confidential nature of much of the work.
- ICT literate in appropriate programmes.

Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Personal Specifications

- Educated to GCSE level C or equivalent in Maths and English
- Effective interpersonal and communication skills
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative
- Good knowledge of Microsoft Office packages and SIMS



Ideal but not essential

- Experience of working in a busy school environment

The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.

