



Cover Manager

Cover Manager - Full-time, term time only

Role:

To coordinate and manage the school's cover arrangements, ensuring the effective deployment of staff and resources to maintain continuity of learning and minimise disruption caused by staff absence.

Line Manager: Deputy Headteacher

Main Duties:

1. Daily Tasks:

- Download messages from voicemail every morning and record details of absent teaching and support staff in the cover diary.
- Coordinate all cover requirements using the SIMS Cover programme and produce a daily cover schedule for distribution to staff before the start of the school day.
- Deploy cover supervisors and teaching staff to meet daily cover requirements.
- Where external supply staff are required, seek approval from the Deputy Headteacher and arrange cover accordingly.
- Coordinate all room changes using SIMS Cover and communicate arrangements to staff.
- Arrange cover for staff duties before school, at breaktime and after school.
- Include duty cover requirements in the daily cover communication.
- Receive and process requests for cover and room changes.
- Respond to last-minute cover requirements and room changes, ensuring all staff are informed of revised arrangements.
- Produce absence forms for absent staff and obtain authorisation where required.
- Record staff absence information accurately within school absence records.
- Enter absence data into the school's attendance and absence tracking systems.
- Deliver approximately three lessons of cover per day when required.

2. Weekly Tasks:

- Review forthcoming cover requirements and arrange cover as far in advance as possible.
- Alert the Deputy Headteacher to any anticipated staffing pressures or areas where significant cover may be required.



3. Ongoing Tasks:

- Deploy cover supervisors according to their skills, strengths and experience.
- Ensure cover supervisors have access to communication equipment and can be contacted in the event of an emergency.
- Maintain accurate cover records and contribute to the efficient operation of the school's cover systems.

4. Long-Term Supply Teaching Staff:

- Develop and maintain positive relationships with supply agencies.
- Maintain an up-to-date database of agency contacts.
- Source suitable candidates for long-term supply requirements.
- Forward shortlisted CVs to relevant leaders for consideration.
- Arrange trial days and lesson observations in collaboration with departments.
- Obtain safeguarding and compliance documentation, including DBS and qualification checks.
- Ensure required records are maintained and compliance requirements are met.
- Liaise with IT Support and relevant staff to arrange system access, email accounts and equipment.
- Coordinate timetable arrangements and communicate these to agencies and departments.
- Welcome and induct new long-term supply staff.
- Provide ongoing support to ensure successful integration into the school community.

5. Room Bookings:

- Liaise with the Exams Officer regarding room requirements during internal and external examination periods.
- Arrange alternative accommodation for classes where rooms become unavailable.

6. Summer Term:

Warm-up / Top-up Year 11 Timetable

- Liaise with relevant staff to coordinate Year 11 warm-up and revision timetables using examination schedules.
- Identify and arrange any cover requirements, room bookings or room changes arising from examination arrangements.

7. Role Requirements for Operational Effectiveness:

- Excellent administrative and organisational skills.
- Effective communication and interpersonal skills.
- Ability to produce accurate work within tight deadlines.
- Strong problem-solving skills and the ability to respond to changing priorities.
- High levels of discretion and professionalism.
- Competent user of Microsoft Office applications and SIMS.



- Ability to work independently and as part of a team.

Personal Specification

- Educated to GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Effective interpersonal and communication skills.
- Ability to prioritise workloads and meet deadlines.
- Ability to work effectively as part of a team and use initiative when working independently.
- Good knowledge of Microsoft Office packages and SIMS.

Ideal but Not Essential

- Experience of working in a busy school environment.
- Experience of managing staff cover arrangements or workforce deployment.
- Experience of using SIMS Cover or similar management information systems.

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.

