#### English Martyrs Secondary School & Sixth form College

**JOB DESCRIPTION / PROFILE**

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| **POST TITLE:** | **COVER MANAGER** |
| **GRADE:** | **BAND 8 (SCP 12-15)** |
| **REPORTING RELATIONSHIP** | **Assistant Headteacher and School Business Manager** |
| **JOB PURPOSE:** | **To bring a high level of professionalism and organisation to managing absences and arranging cover within our Secondary School & Sixth form College** |
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**MAIN DUTIES/RESPONSIBILITIES**

1. Be the main point of contact for absence and cover, dealing with any issues efficiently and effectively.
2. To record all staff absence, including teaching and support staff.
3. To arrange cover for absent staff, including teaching and support staff.
4. Facilitate the smooth delivery of curriculum in periods of absence, ensuring all classes are suitably covered.
5. To establish and maintain strong partnerships with agencies, developing a bank of suitably qualified and reliable cover staff.
6. To have an overarching view of school activities to strategically plan and deploy existing staff and cover staff.
7. To have an in-depth knowledge of school calendar and events in order to plan and arrange cover when required. Including cover for staff away on training and trips etc (use of EVOLVE).
8. Plan short-term and long-term cover arrangements.
9. Communicate cover arrangements with all relevant staff in a timely manner.
10. Meet & greet cover staff, providing a brief introduction to the school, tour of the school, providing cover timetable, log-ins etc.
11. Support and co-ordinate cover staff, including the logistics of room changes when necessary.
12. Ensure lessons are covered with specialist subject teachers when necessary.
13. Develop and maintain systems to ensure the cover process runs effectively.
14. To record Leave of Absence requests in line with policies, reporting any requests outside of policy to the Headteacher and School Business Manager.
15. To work closely with School business Manager to record absences that impact pay, in line with policies.
16. To work closely with the School Business Manager to manage cover budget.
17. To attend relevant meetings with Senior Leadership to advise on absence and cover arrangement and when required.
18. To assist with the maintenance of manual and computerised records/management information systems.
19. To support with school events as and when necessary.
20. Where capacity allows, provide support in the main office, including reception duty and general administration.
21. To undertake training and development opportunities.
22. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
23. Provide cover / assistance to other members of staff as required.
24. To provide / administer First Aid (Training provided).
25. To carry out your duties with full regard to the Academy’s Equality Policy
26. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
27. Any other duties of a similar nature related to the post which may be required as direct by Office Manager, School Business Manager and Headteacher.

**Fluency Duty**

Part 7 of the Immigration Act 2016 creates a duty to ensure that all public authority staff working in customer-facing roles speak fluent English to an appropriate standard.

* “The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post."
* “An ability to fulfil all spoken aspects of the role with confidence through the medium of English.”
* “Be able to conduct a conversation and answer questions, for an extended period of time where necessary.”

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY* ***ENHANCED*** *DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.*

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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**PERSON SPECIFICATION – COVER MANAGER**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1  E2 | 4 GCSEs or equivalent  NVQ Level 2 in Administration, Business or equivalent experience | AF/C  AF/C | D1 | Word Processing/Typing Qualification | AF/C |
| **Experience & Knowledge** | E3  E4  E5  E6 | Previous experience of working in a fast-paced environment  Knowledge of Data Protection requirements & understanding of confidentiality  Experience of establishing and maintaining a range of management information systems, including databases and spreadsheets  Establishing and maintaining partnerships with a range of internal and external stakeholders | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R | D2  D3  D4  D5  D6 | Experience of delivering a cover function within a school environment  Awareness of child protection issues  Knowledge and / or experience of First Aid.  Experience of using school management information systems, such as Bromcom and MCAS.  Experience of supervising a team of people | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R |
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| Skills | E7 | Ability to relate well to children and adults | AF/I/R | D7 | Budget management | AF/I/R |
|  | E8  E9 | Highly organised with meticulous attention to detail  Ability to work effectively under pressure | AF/I/R  AF/I/R |  |  |  |
|  | E10 | Ability to develop and maintain accurate records systems | AF/I/R |  |  |  |
|  | E11 | IT Literate, capable of using MS Word / Excel and office packages | AF/I/R |  |  |  |
| **Personal**  **Attributes** | E12  E13  E14  E15 | Participate in development and training opportunities  Excellent written and verbal communication skills  Positive outlook with a solution focused attitude  Willingness to support the Christian ethos of the school | AF/I/R  AF/I/R  AF/I/R  AF/I |  |  |  |
|  | E16 | Ability to abide by Academy policies and procedures | AF/I/R |  |  |  |
| **Special Requirements** | E17 | Motivation to work with children | AF/I/R |  |  |  |
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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | CRB Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.