



COVER MANAGER

Reports to: Deputy Head Curriculum
Hours: 41 hours per week (term time only)
7.30am to 5.00pm Monday to Thursday
7.30am to 3.35pm Fridays, plus a 60-minute unpaid lunchbreak

Main Purpose of the Role

The Cover Manager is responsible for the effective organisation, coordination and deployment of cover arrangements across the school to ensure continuity of learning and the efficient operation of the timetable.

The postholder will lead the school's daily cover function, managing both planned and unplanned staff absence, coordinating cover supervisors and liaising closely with teaching staff, external agencies and senior leaders. The role requires excellent organisational skills, attention to detail and the ability to work effectively under pressure whilst maintaining confidentiality at all times.

The Cover Manager will work closely with the Deputy Headteacher (Curriculum), Deputy Head's PA and relevant administrative staff to ensure that cover arrangements are implemented efficiently and support the school's educational priorities.

Key Responsibilities

Cover Management and Organisation

- Lead the organisation and implementation of daily cover arrangements for teaching staff across the academic day and evening prep sessions.
- Produce and distribute daily cover schedules, ensuring all lessons, duties and supervision requirements are appropriately staffed.
- Manage cover requirements arising from staff absence, educational visits, training events, examinations and other school activities.
- Maintain accurate records of staff absence and cover arrangements.
- Ensure cover work and lesson information are communicated effectively to cover staff.
- Monitor the effectiveness of cover arrangements and identify opportunities to improve efficiency and service delivery.
- Respond promptly and effectively to unexpected staffing changes during the school day.

Staff Deployment and Line Management

- Line manage the school's team of Cover Supervisors.
- Ensure cover staff are deployed effectively to meet the needs of the school.
- Support the recruitment, induction and training of Cover Supervisors and other cover personnel.
- Conduct regular performance management and development discussions with cover staff.
- Promote high standards of professionalism and consistency across the cover team.
- Ensure cover staff understand and follow school policies and procedures.

Timetable and Curriculum Support

- Work closely with the Deputy Headteacher (Curriculum) and the school Timetabler to identify staff who are under allocation on their teaching timetable and deploy them appropriately for cover duties.
- Maintain an up-to-date understanding of the school's timetable structure and staffing allocations.
- Support timetable changes and adjustments as required throughout the academic year.
- Ensure accurate use of Bromcom and other school information systems to facilitate effective cover management.

Reporting and Monitoring

- Maintain accurate records to support analysis and planning.
- Produce termly and annual reports analysing staff absence and cover deployment.
- Prepare information and reports as required by the Senior Leadership Team.

Communication and Liaison

- Liaise effectively with teaching staff, support staff, senior leaders and external supply agencies.
- Coordinate the booking of agency and supply staff where required.
- Communicate cover arrangements clearly and professionally to all relevant stakeholders.
- Work collaboratively with the Deputy Headteacher Curriculum, Deputy Headteacher Pastoral, HR and administrative teams to ensure effective service delivery.

Student Behaviour and Welfare

- Support Cover Supervisors in maintaining high standards of behaviour and conduct.
- Ensure behaviour incidents occurring during cover lessons are reported and recorded in accordance with school procedures.
- Refer significant concerns through the school's agreed behaviour and safeguarding procedures.
- Promote a positive learning environment during cover lessons.

Systems, Compliance and Administration

- Maintain accurate and confidential records relating to staff absence and cover arrangements.
- Ensure monthly overtime claims are confirmed in a timely manner.
- Ensure confidential and sensitive information is handled appropriately and in accordance with data protection requirements.
- Keep abreast of developments in Bromcom and other relevant systems.
- Contribute to the development and review of cover procedures and operational systems.
- Ensure compliance with relevant school policies, procedures and statutory requirements.

General Responsibilities

- Participate in relevant training and professional development.
 - Attend meetings as required.
 - Support the wider life of the school where appropriate.
 - Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the Headteacher.
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Person Specification

Essential

- Excellent organisational and administrative skills.
- Ability to prioritise effectively and work under pressure in a fast-paced environment.
- Strong communication and interpersonal skills.
- Experience of managing competing demands and deadlines.
- High levels of accuracy and attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Competent IT skills, including the use of management information systems and Microsoft Office applications.
- Experience of leading or supervising staff.

Desirable

- Experience of working in a secondary school environment.
- Experience of timetable, cover or workforce deployment systems.
- Experience of Bromcom or similar school management software.
- Knowledge of school staffing structures and educational terminology.

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.