**ST PETER’S SCHOOL – BOURNEMOUTH**

**Job Description**

**Job Title - Cover Manager**

Post Holder

Salary Grade Grade F, Scale Point 16 - £25,295 (actual) gross per annum

Contractual Weeks Term Time only

Contracted Hours 37 hours per week

 Mon to Thurs inc. 7.30am to 3.30pm, less a 30 minute unpaid break each working day

Friday 7.30am to 3.00pm, less a 30 minute unpaid break

**KEY ROLE AND RESPONSIBILITIES**

Arrange internal and external cover for both long and short term teacher absences, whilst ensuring the School is working within the guidelines as laid down in the Teachers Pay and Conditions Document.

Working in liaison with the school HR Manager, administer and assist with the staff leave and absence procedures as stipulated in the School Policies.

Coordinate the school calendar processing all trip and event requests and advise the SLT in respect of staffing requirements, particularly for significant and whole school events.

**Main Duties**

Cover Arrangements

* Manage the daily Staff cover requirements, including registration of staff absences on SIMS via Cover Module
* Produce and monitor the daily cover sheets
* Ensure provision of appropriate cover work in liaison with subject leaders
* Liaise with teaching staff with the support of Deputy Headteacher, for cover duties
* Arrange staff supply for longer term absences in liaison with subject leaders, SLT and external agencies
* Arrange for the registering of new Supply Teachers on the School list and ensuring that the relevant employment checks have been undertaken in liaison with HR Manager.
* Keep accurate records of supply bookings, authorising timesheets and invoices as appropriate
* Line Manager Cover Supervisors, contract and casual, authorising claims online
* Maintain records on Teachers cover levels using ‘frees’ to ensure parity
* Advise Educational Visits Coordinator on cover costs when required

Staff Leave / Absence

* Process all enquiries and applications for leave in communication with Headteacher and School Business Manager
* Ensure daily absence information is available to HR Manager and highlight any concerns
* Ensure Self Certs are provided to staff on their return to work in liaison with HR Manager
* Pass any medical certificates received to the HR Manager
* Assist the HR Manager / SBM with absence information
* Ensure absence policies and procedures are followed, highlighting any concerns to the SLT/SBM/HR Manager as appropriate
* Specifically monitor Staff Leave of absence for dependants, advising HR Manager/SBM of any concerns or trigger points hit asap - this will also be monitored by the HR Manager on a monthly basis as a safety net

School Calendar

* Support with room changes and requests for booking of ICT and practical space
* Coordinate the School Calendar, advising implications of trips and visits across the school, both in the form of staffing, but also lost T&L time
* Advise the SLT on cover implications for major events, considering strategically the best ways of covering all eventualities
* Facilitate amended and collapsed timetable events eg end of term assemblies, revision sessions in liaison with SLT
* Undertake mid-year staff timetable changes in liaison with Deputy Headteacher

Miscellaneous

* Oversee the school archiving process
* Support other colleagues as required, time permitting
* Build effective working relationships with staff at all levels and with external suppliers

**Support for the School**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
* To contribute to overall ethos, work and mission statement of the school
* To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or Deputy Head.

Signed Post Holder Date

Signed  Headteacher Date 28.2.25

Agreed: February 2025