



# Job Description for Cover Manager

<b>Job title:</b>	Cover Manager
<b>Publish Date:</b>	April 2026
<b>Hours:</b>	Up to 37 hours per week, term time only plus 1 INSET Day
<b>Salary Band:</b>	HCC H7.19 £32,061 FTE (subject to pro rata)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Deputy Headteacher, Mrs Ramsey
<b>Department:</b>	Cover Department (Classroom Support Staff)

*This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*The job description will be updated regularly in line with school's development plan.*

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## 1. INTRODUCTION

- 1.1 You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.
- 1.2 You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

## 2. THE ROLE OF AN COVER MANAGER AT THE SAINT JOHN HENRY NEWMAN SCHOOL

### 2.1. Main purpose of the post:

- Identify in advance where cover is required
- Overseeing the cover requests and annual leave for all staff.
- Ensure that the Headteacher or DHT has authorised both the absence and cover
- Obtain the services of a supply teacher where this has been authorised by the Headteacher or DHT and set up their timetable.
- Supervise classes when required to do so by the Senior Leadership Team
- Ensure that supply staff receive appropriate documentation and induction
- Deploy internal and external cover staff in a sensitive and fair manner
- Knowledge of national agreement of staff well-being and rarely cover policy
- Negotiate with teaching staff in order to ensure demands for cover are reasonable
- Arrange and maintain staff duties - Dinner Duty rota, After School Duty & SLT Management by Walking About Rota
- Carry out daily lunch duties
- Manage the current academic year school diary for staff absences & school trips
- Arrange the booking, payment and cover of staff training and inset
- Process supply staff timesheets
- Distribute documentation for staff absences



- Monitor staff absence e.g. number of days in a period and patterns of absence and inform DHT or AHT Staff Development
- Assist in the planning and running of interview days for the recruitment of new staff
- Assist with re-rooming requests, room allocations and bookings as required
- Assist with booking rooms in liaison with the Exams Department during mock and public exams.
- Assist in the general administration and supervision of the “My Tutor” Intervention group under the direction of the Senior Leadership Team

### **3. ACCOUNTABILITIES**

4.1 You are responsible to the Headteacher, the Leadership Team Member with responsibility for your Department and the Cover Manager.

4.2 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times.
- Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances students; learning and rewards students; achievements.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school’s procedures

### **4. EQUALITIES**

4.1 Be aware of and support school policies that promote equality within and beyond the school community.

### **5. HEALTH AND SAFETY**

5.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### **6. DISCLOSURE & BARRING SERVICE**

6.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.

### **8. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

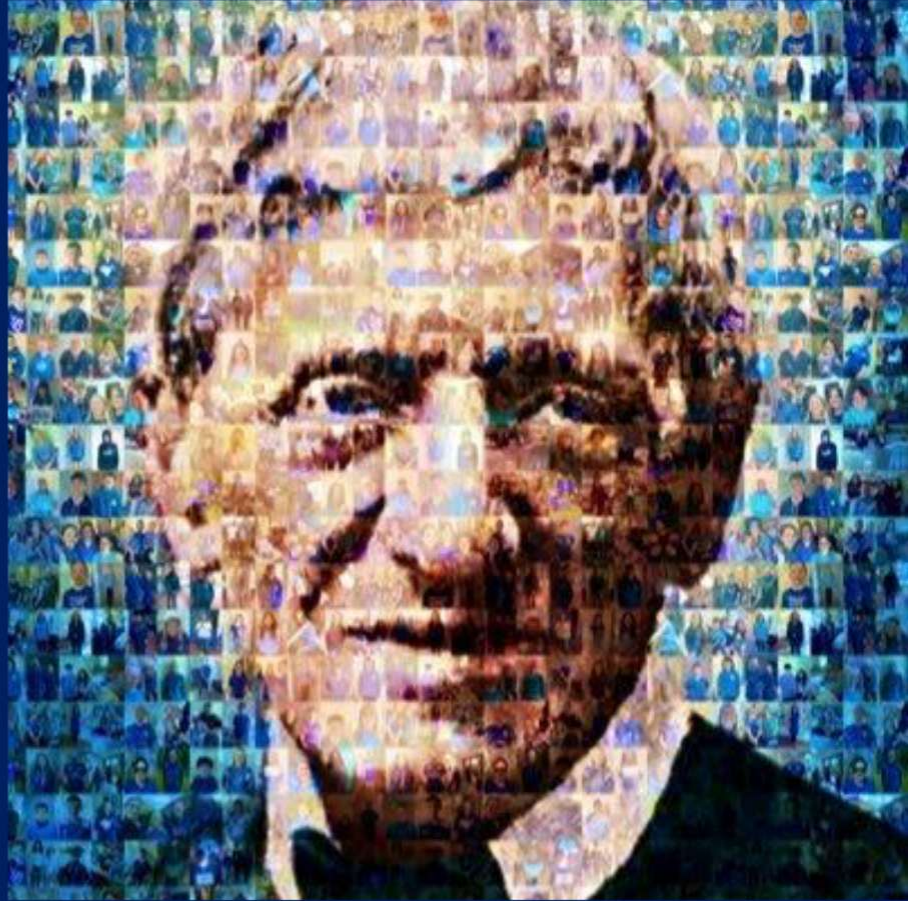
8.1 You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

8.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



# Person Specification

Essential	Desirable
<b>Skills, Qualifications &amp; Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ A good standard of English and Maths GCSE or equivalent at grade C or above as a minimum</li> <li>▪ Experience of working with secondary age pupils in a voluntary or paid capacity</li> <li>▪ Ability to prioritise workload and meet deadlines in a fast-paced environment</li> <li>▪ Ability to coordinate multiple tasks and respond effectively to daily operational demands</li> <li>▪ Experience of working collaboratively with staff and external agencies</li> <li>▪ General understanding of national curriculum and relevant learning programmes and strategies</li> <li>▪ Excellent administrative and organisational skills</li> <li>▪ Excellent written and oral skills</li> <li>▪ Excellent Microsoft Office and IT skills</li> <li>▪ Willing and able to learn and operate new IT systems and databases as appropriate</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid training</li> <li>▪ At least the equivalent of one year’s full time working experience with children of secondary age</li> <li>▪ An understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>▪ Experience of managing staff rotas, cover systems or timetabling</li> <li>▪ Experience of using school management systems</li> </ul>
<b>Personal</b>	
<ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills when working with staff and students</li> <li>▪ Ability to lead, support and line manage staff including Cover Supervisors</li> <li>▪ Flexible, highly organised and able to multitask and prioritise work to meet deadlines</li> <li>▪ Ability to demonstrate resilience and remain calm when working under pressure</li> <li>▪ Ability to communicate effectively and build positive working relationships</li> <li>▪ Ability to work independently while also contributing constructively as part of a team</li> <li>▪ Effective time management and strong organisational skills</li> <li>▪ Commitment to equality of opportunity and the safeguarding and welfare of all pupils</li> <li>▪ Full support for the school’s aims, values and Catholic ethos</li> <li>▪ Demonstrates excellent attendance, punctuality and professional standards</li> </ul>	



**Headteacher: Mr D Carrasco-Morley**

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