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| School: | Thorpe St Andrew School and Sixth Form |
| Job Title: | Cover Manager |
| Recommended Grade: | Scale F |
| Hours of Work: | Monday to Thursday 7 am to 2 pm and Friday 7 am to 10 am - 29 Hours a week (Term Time Only) |
| Responsible to: | Operations Manager |
| Responsible for: | Cover Supervisors/ External Cover Personnel |

Purpose of the Role

The Cover Manager plays a pivotal operational role in ensuring the smooth day-to-day running of the school through the effective management of teaching cover and staff absence.

The postholder will lead the administration and coordination of all cover arrangements, staff absence procedures and Return to Work processes, ensuring that the school operates efficiently whilst maintaining compliance with Trust policies and employment procedures.

Working closely with Senior Leaders, Line Managers, HR, teaching staff, Cover Supervisors and external agencies, the Cover Manager will ensure high-quality operational support, excellent communication and effective use of resources to minimise disruption to learning.

As part of the Trust team, all staff are expected to actively support the values and ethos of the school and contribute to the priorities identified within the School Improvement Plan through a professional, flexible and collaborative approach.

Principal Duties and Responsibilities

Cover Management

- Manage all aspects of daily teaching cover to ensure every lesson is appropriately staffed.
- Coordinate cover for staff absence, training, meetings, educational visits, examinations and other planned events.
- Maintain an accurate forward cover diary and ensure future staffing requirements are planned effectively.
- Liaise with curriculum leaders and teaching staff regarding cover requirements, rooming changes and timetable adjustments.
- Produce and distribute daily cover schedules accurately and within required timescales.
- Monitor the quality and effectiveness of lesson cover and respond promptly to operational issues.
- Undertake lesson cover when operationally required.

Staff Absence Management

- Act as the central coordinator for the school's staff absence management process.
- Receive and record staff absence notifications promptly and accurately on Arbor.
- Ensure all staff absence is recorded and managed in accordance with Trust policies and procedures.
- Maintain accurate electronic and paper records relating to staff attendance and absence.
- Monitor daily staff absence information and ensure appropriate follow-up actions are completed.
- Maintain confidentiality when dealing with sensitive staff information.

Return to Work (RTW) Management

- Take ownership of the school's Return to Work process to ensure compliance with Trust Absence Management procedures.
- Conduct the initial Return to Work conversation and complete all required documentation for staff returning following a one-day absence.
- Arrange, schedule and coordinate all Return to Work meetings for Line Managers following longer periods of absence.
- Ensure Line Managers complete Return to Work meetings and associated documentation within agreed timescales.
- Monitor outstanding Return to Work actions and proactively follow up with Line Managers to ensure completion.
- Maintain accurate and up-to-date Return to Work records and documentation.
- Escalate concerns regarding absence levels, recurring absence patterns, trigger points or non-compliance with procedures to the Operations Manager, HR and Senior Leaders as appropriate.
- Support the consistent implementation of the Trust's Absence Management Policy across the school.

Cover Supervisors and Supply Staff

- Line manage Cover Supervisors and support their recruitment, induction, training and ongoing development.
- Manage the deployment of Cover Supervisors to ensure efficient use of staffing resources.
- Coordinate the engagement of external supply staff where required.
- Manage relationships with Supply Agencies, including negotiating costs, monitoring performance and resolving issues relating to service quality.
- Ensure agency staff are appropriately inducted and deployed.

Budget and Reporting

- Monitor expenditure on supply staff and contribute to effective budget management.
- Maximise the use of internal cover arrangements to reduce supply costs wherever possible.
- Produce reports relating to staff absence, cover arrangements and supply expenditure.
- Maintain records of teaching staff cover undertaken and provide reports for the Principal as required.
- Analyse absence data and identify trends or patterns requiring management attention.

Administrative Responsibilities

- Collate requests for leave of absence and submit them for Principal approval via Line Manager .
- Maintain accurate operational records relating to cover, staffing and absence.
- Schedule meetings associated with staff absence and operational requirements.
- Provide advice and administrative support to Line Managers regarding absence management procedures.

- Support the Operations Manager with wider operational administrative duties as required.

General Duties and Responsibilities

- Respect the confidential nature of information relating to students, families and staff, maintaining confidentiality at all times.
- Promote and safeguard the welfare of children and young people by adhering to the Trust's safeguarding and child protection procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Maintain an up-to-date knowledge of relevant Trust policies and procedures.
- Complete a minibus driving assessment and transport students where required (subject to holding a full driving licence).
- Undertake any other duties appropriate to the grade and responsibilities of the post as determined by the Principal.

Professional Responsibilities

All employees are expected to:

- Participate fully in the Trust's appraisal process.
- Undertake professional development appropriate to the role.
- Maintain high standards of professional conduct.
- Work collaboratively with colleagues across the Trust.
- Demonstrate flexibility to meet the changing operational needs of the school.
- Provide a welcoming, courteous and professional service to staff, students, parents and visitors.
- Comply with all Trust policies, including Health and Safety, Equality, Data Protection and Safeguarding.

Safeguarding

Thorpe St Andrew School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check together with all other relevant pre-employment checks in line with Keeping Children Safe in Education.

Appraisal

All employees will participate in the Trust's arrangements for appraisal, professional development and quality assurance.

Additional Information

Whilst every effort has been made to explain the principal duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees are expected to:

- comply with any reasonable request from a manager to undertake work of a similar nature and level that is not specified within this job description;

- adopt a flexible approach to working hours where required to meet the operational needs of the school;
- contribute positively to the wider life of the school and Trust.

This job description reflects the responsibilities of the post at the time of writing. It may be reviewed and amended, following consultation with the postholder, to reflect the changing needs of the school and Trust.

Version: July 2026