

St Bernadette

Catholic Secondary School



Cover Manager

WHO MIGHT BE INTERESTED?

Application Pack



July 2026

Dear Applicant,

We are delighted that you are considering applying for the role of Cover Manager at St Bernadette Catholic Secondary School.

At St Bernadette's, we are a school with high ambition, strong Catholic values, and a commitment to excellence. Our recent Ofsted inspection (January 2025) reaffirmed our strengths, grading us as a Good school, with inspectors praising the quality of teaching, high expectations, and a positive, supportive environment.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us. If you have any questions or are interested in a tour of the school please contact Steph Lindley the Headteacher's PA recruitment@Stberns.bristol.sch.uk

Best wishes,
Edward Walker
Headteacher





Cover Manager

Required: As soon as possible
Salary: BG9 s/p 17-21 (£33,119-£35,570 pro rata)
Location: Whitchurch, Bristol
Contract Type: 37hrs pw 7.00am-3.15pm (2.45pm Friday) (45min lunch)
Contract Term: Permanent - Term time only

We are seeking to appoint a Cover Manager to oversee the effective organisation and coordination of the school's daily cover arrangements.

Working closely with senior leaders, the Cover Manager will ensure lessons are appropriately staffed through the effective deployment of internal staff and the booking of supply staff where required. The role is key to maintaining continuity of learning and supporting the smooth day-to-day running of the school.

You are:

- Highly organised with excellent administrative and ICT skills.
- A confident communicator who builds positive relationships.
- Calm, resilient and able to work under pressure.
- A proactive problem-solver with excellent attention to detail.
- Able to work independently and as part of a team.

You will:

- Organise daily cover for planned and unplanned staff absence.
- Provide classroom supervision for up to five lessons per day, where operational needs require, delivering pre-prepared work and maintaining a positive learning environment.
- Book and coordinate supply staff and deploy internal staff effectively.
- Manage the school's cover system and maintain accurate records.
- Monitor agency usage and prepare reports for senior leaders.
- Line manage the Cover Supervisor team.
- Support the efficient day-to-day operation of the school while ensuring compliance with safeguarding and school policies.

Contact us:

Email – recruitment@stberns.bristol.sch.uk

Website – www.stberns.bristol.sch.uk

Application forms are available on the [website](http://www.stberns.bristol.sch.uk) or by emailing recruitment@stberns.bristol.sch.uk

Closing date— midday Tuesday 8th September 2026

Interviews— TBC



About our School

St Bernadette's is a vibrant and successful secondary school located in Whitchurch, South Bristol. Our recent Ofsted inspection in January 2025 highlighted the strong leadership, high-quality teaching, and excellent pastoral care that characterize our school. Inspectors particularly praised the harmonious atmosphere, the positive relationships between staff and students, and the ambitious curriculum designed to meet the needs of all learners.

While our Catholic identity remains an integral part of our community, we pride ourselves on being a welcoming and inclusive school. Our mission is to support every student to achieve their potential, develop as confident and responsible individuals, and prepare for the opportunities and challenges of adult life.

Key Features of St Bernadette's:

- Maintained the school's Good rating in all areas at the most recent Inspection (January 2025).
- Graded as an Outstanding Catholic School in 2022 S.48 inspection
- A commitment to academic excellence and personal development.
- Strong systems of care, support, and guidance for all students.
- A vibrant and inclusive community with a focus on mutual respect and collaboration.





A community of faith

Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips, retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.

Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





A community of learning

St Bernadette's is an ambitious learning community. Our approach is underpinned by a research-informed approach to teaching. Our practice is guided by Rosenshine's principles, ensuring evidence-based strategies drive high-quality instruction. We are committed to fostering scholarship, encouraging pupils to embrace academic challenge, take responsibility for their learning, and strive for excellence.

Our broad and rigorous curriculum ensures all pupils achieve their full potential, balancing the depth of traditional subjects with the innovation of new technologies. Teaching is adapted through flexible groupings, allowing every pupil to access appropriately challenging content. Progress is closely tracked against ambitious targets, ensuring high expectations for all.

Scholarship is central to our ethos, now framed by six key attributes that shape our pupils as 'St Bernadette Scholars.' These attributes are explicitly developed through lessons, our reward system, and wider school life, embedding a culture of academic excellence.

Staff development is integral to our success. Our CPD model is structured around instructional coaching, WALKTHRU's, and collaborative expertise, ensuring continual growth through evidence-based practice. By investing in our teachers, we secure the highest standards of learning and aspiration, positioning St Bernadette's as the academic choice for the Catholic community.



Excellence at St Bernadette's



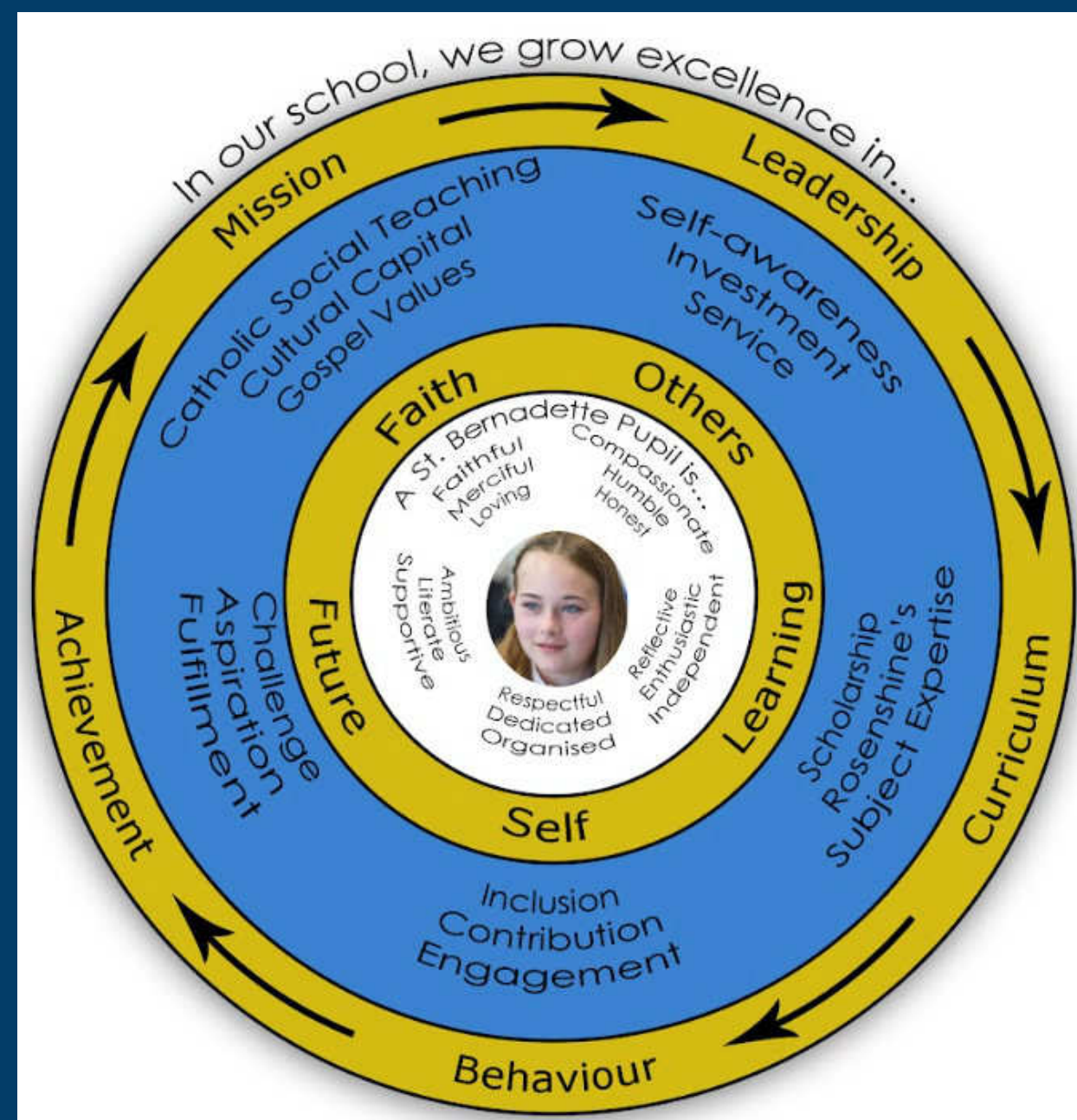
A Strong and Improving School

Our school continues to go from strength to strength. Recent data shows:

✓ **Academic Success** – Progress 8 and GCSE attainment have improved significantly, with students achieving strong outcomes across a broad and ambitious curriculum. Many of our pupils progress to top post-16 providers, including St Brendan's Catholic College and Russell Group universities.

✓ **Parent & Staff Confidence** – Over 90% of parents consistently recommend the school, reflecting our high expectations and strong relationships with families. Staff support for leadership is consistently high, with surveys showing deep trust in our vision and direction.

✓ **Outstanding Behaviour & Culture** – Our centralised behaviour system is highly successful, ensuring students can learn in a calm, structured, and aspirational environment. Behaviour is consistently praised by external visitors, and attendance continues to strengthen year-on-year.





Why work for us ?

Our 2025 Ofsted inspection highlighted

- “The safe, welcoming, and inclusive environment we create for all pupils, ensuring they feel valued and supported.
- The high expectations we set for behaviour, leading to a calm and orderly learning environment.
- Our broad and ambitious curriculum, carefully designed to help pupils build their knowledge over time.
- The strong support for pupils with SEND, ensuring they can access learning effectively.
- The impact of our careers and personal development programme, preparing pupils well for their next steps.
- The strong leadership and governance ensuring that our shared vision for the school is clearly understood and supported.”

In addition we offer:

- A strong Catholic ethos - judged “Outstanding” in our 2022 Section 48 Inspection
- Happy, friendly and talented students
Enthusiastic, committed and friendly staff and governors
- A full package of wellbeing and health support.





Job Description

Purpose of the Job

To manage the school's daily cover arrangements, ensuring the effective deployment of staff to maintain continuity of learning. The Cover Manager will organise cover for planned and unplanned absences, book supply staff where required and, in addition to coordinating the cover function, will provide classroom supervision for up to five lessons per day, where operational needs require.

Key Job Outcomes

- Take overall responsibility for organising all daily cover for planned and unplanned staff absence.
- Manage the school's cover system (e.g. Arbor/MySam), ensuring records are accurate and up to date.
- Book agency supply staff and maintain effective relationships with approved agencies.
- Deploy Cover Supervisors, Teaching Assistants and other available staff to meet operational needs.
- Provide classroom supervision for up to five lessons per day, where operational needs require, delivering pre-prepared work and maintaining a positive learning environment.
- Line manage Cover Supervisors and any staff directly assigned to the cover team, including induction, appraisal, training and performance management.
- Monitor agency usage and the cover budget, seeking cost-effective solutions wherever possible.
- Produce reports on staff absence, cover arrangements, agency expenditure and absence trends for the School Business Manager and Senior Leadership Team.
- Liaise with HR, payroll and senior leaders regarding staffing and absence issues.
- Support timetable amendments, examinations and other operational staffing requirements.
- Ensure all cover arrangements comply with safeguarding, safer recruitment, employment legislation and school policies.
- Maintain accurate records of staff absence, cover arrangements and agency bookings.

Job Description cont.



This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards