



*St Gregory's  
Catholic College  
Bath*



*An education for the whole person*

Academically, personally and spiritually

Application pack for the post of:

### **Cover and Timetable Manager**

Hours of work between 25–37 hours per week, to be discussed with the successful candidate. Term Time Only + 5 INSET days + 5 days to be worked in the summer holidays. To start asap.  
Grade 7 SCP 23-26 £30,245-£32,745 actual (based on 37 hours), £34,434-£37,280 FTE

**Closing date:** Midnight Sunday 7 December

**Interviews:** Week commencing 15 December. We reserve the right to interview early.

*In Christ we flourish*

St Gregory's, Catholic College  
Combe Hay Lane, Bath, BA2 8PA  
T 01225 832873  
[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)

# Welcome

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Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Cover and Timetable Manager** at St Gregory's **to start as soon as possible**.

St Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged us as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our CSI Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students.

At St Gregory's we inspire and encourage our students to fulfil their potential and flourish. As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at St Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at St Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application. Interviews will be held **week commencing 15 December although we reserve the right to interview earlier than this date**. If you have any further questions please do not hesitate to contact Mr Tom Herron, Director of Studies by email at [HerronT@st-gregorys.org.uk](mailto:HerronT@st-gregorys.org.uk)

Yours faithfully

Mrs M George  
**Headteacher**

# *Mission Statement*

As an associate Lasallian Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment in the presence of God.

We believe that everyone is gifted and called by God to fulfil some definite service for the common good. We will help our students to discover their vocation in life through quality relationships so that they achieve their full personal, spiritual and academic potential, using their gifts for the greater glory of God.

Mission Statement, approved by the Governing Body

# Cover and Timetable Manager

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<b>Post:</b>	<b>Cover and Timetable Manager</b>
<b>Start date:</b>	<b>As soon as possible</b>
<b>Contract type:</b>	<b>Permanent, Term time only plus 5 INSET days plus 5 days to be worked in the summer holidays ahead of the new academic year.</b>
<b>Hours:</b>	<b>Monday – Friday. Hours of work between 25–37 hours per week, to be discussed with the successful candidate. Typical working window of 7am-4pm with some flexibility by agreement.</b>
<b>Salary:</b>	<b>Grade 7 SCP 23-26 £30,245-£32,745 actual (based on 37 hours), £34,434-£37,280 FTE.</b>
<b>Closing date:</b>	<b>Midnight, Sunday 7 December.</b>
<b>Interview date:</b>	<b>Week commencing 15 December. We reserve the right to interview earlier than this date.</b>

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work, but as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

We are looking for an individual, who is confident in their use of computer MIS systems and data management, who excels at multitasking with excellent time management and attention to detail, to join our school as our Cover and Timetable Manager. This is a fabulous opportunity to join our school in a role that is critical to the school's fundamental operations.

You do not need to have worked as a Cover Manager or Timetable Manager before, although of course we also welcome applications from experienced professionals seeking a new career challenge.

## **Why you should join St Gregory's:**

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- To join a supportive and friendly team
- A supportive employer that will work with you to meet your working needs
- Access to the Local Government Pension Scheme
- A positive and innovative learning culture where well-being and workload are effectively managed
- A vibrant and dynamic student body that deserves the very best in teaching and support
- Professional support to help you develop your career
- Free Parking
- The opportunity to take an unpaid "career break" after five years of continuous service





*"Saint Gregory's is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy."*

Parent

# About St Gregory's

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St Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. St Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our CSI Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving St Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

# *Behaviour for Excellence*



# St Gregory's Catholic College at a glance

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## RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

## English

- English Language
- English Literature
- Literacy and Oracy

## Maths

- Maths
- Computer Science
- Business and Economics

## Science

- Biology
- Chemistry
- Physics

## Performing Arts

- Music
- Dance
- Drama

## Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Teaching and Learning
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Behaviour and Attendance
- School Business Manager

## PE

- Physical Education

## Careers

- Careers

## Technology

- Food Technology
- Design and Technology

## Art and Photography

- Art
- Photography

## MFL

- French
- Spanish
- Mandarin

## Humanities

- History
- Geography
- Sociology
- Psychology

## Inclusion

- SENCo
- LSAs
- One to one and small group

## Pastoral

- DSL, DDSL
- Behaviour and Attendance
- Heads of Year
- Alternative provision
- Medical


## Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Sixth Form
- Main Office
- Secretariat

## Facilities and ICT

- ICT
- Facilities





*“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”*

Ofsted,

# Job Description

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This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service including a Children's Bared List Check is required for this post prior to commencement plus other rigorous pre-employment checks

## Key Areas of Responsibility

### 1. Core Purpose

- 1.1 To ensure high quality learning continues when staff are absent by:
  - planning, arranging and quality-assuring daily and longer-term cover;
  - deploying and line-managing Cover Supervisors and liaising with external agencies;
  - minimising curriculum disruption and costs; and
  - maintaining accurate records, compliance, and safeguarding standards.
- 1.2 Own the construction, publication and maintenance of the whole-school timetable, ensuring curriculum delivery, efficient staffing, room utilisation and compliance with policy/contractual constraints.

### 2. Key Duties and Responsibilities

#### 2.1 Daily cover operations

- 2.1.1 Lead the early morning cover process: collate absence notifications; confirm availability; publish the daily cover schedule by the agreed time.
- 2.1.2 Assign and brief Cover Supervisors, internal staff and agency supply; ensure registration, behaviour and safeguarding routines are followed.
- 2.1.3 Manage room changes and simple rescheduling to maintain safe and effective supervision.
- 2.1.4 Manage cover for all duties including morning, breaktime, lunchtime and after school.
- 2.1.5 Coordinate cover for planned absences, CPD, trips/visits and internal events; publish cover in advance where possible.
- 2.1.6 Ensure staff and students are safely accounted for; escalate any risks or shortages promptly to SLT.

#### 2.2 Workforce deployment & line management

- 2.2.1 Line-manage Cover Supervisors: recruitment support, induction, rota design, performance oversight, coaching and appraisal.
- 2.2.2 Arrange induction/briefing for agency staff; issue visitor passes, safeguarding information and key school procedures.
- 2.2.3 Maintain fair, transparent deployment and workload balance; manage emergency re-prioritisation during the day.

#### 2.3 Systems, data & communication

- 2.3.1 Use the school MIS/cover module and scheduling tools to record absences, allocate cover and produce reports.

- 2.3.2 Keep accurate audit trails (who covered, when, costs, agencies used); reconcile timesheets/agency invoices.
- 2.3.3 Communicate cover and room changes clearly and on time to all staff.
- 2.3.4 Provide regular KPIs to SLT (e.g., % internal vs external cover, average lead time, cost per day, punctuality to cover).
- 2.3.5 The school currently uses SIMS as our MIS. Experience with Edval is welcome but not essential; training will be available. Ability to import/apply timetables and maintain data integrity is required.

## 2.4 Finance, procurement & compliance

- 2.4.1 Follow school financial procedures when engaging supply; seek best value and monitor spend against guidance.
- 2.4.2 Ensure compliance with safeguarding/safer recruitment checks for visitors and supply staff; maintain records in line with KCSIE and local policy.
- 2.4.3 Contribute to policy updates and operational risk assessments related to cover arrangements.

## 2.5 Quality of cover & curriculum continuity

- 2.5.1 Work with subject leaders to ensure appropriate work is available for cover lessons and returned/recorded as required.
- 2.5.2 Monitor the quality of cover provision and act on feedback.
- 2.5.3 Coordinate support for examination season as directed (e.g., invigilation rotas/briefings), while keeping exam leadership lines intact.

## 2.6 Timetabling (annual and in-year)

- 2.6.1 Lead the annual timetable build: translate curriculum plan and staffing into a workable model; set constraints (class sizes, teacher availability, PPA/leadership time), generate and iterate drafts, and publish final staff/teaching groups and rooming by agreed milestones.
- 2.6.2 Options/choices process: run or support subject choices for KS4/KS5 (including online options capture where used), produce blocks, resolve clashes, and communicate allocations to students/parents and staff.
- 2.6.3 MIS integration: import/apply the timetable to the school MIS (currently SIMS) and keep staff, class and room data in sync; run validation checks and correct errors after import.
- 2.6.4 In-year changes: manage roll adjustments, staff changes, rooming updates and set moves; maintain accurate teaching groups and ensure changes flow through to cover, registers and reporting.
- 2.6.5 Quality & compliance: assure directed time/PPA allocations, contact ratios and duty coverage are met; provide SLT with analytics (staff load, class sizes, specialist room utilisation) and scenario modelling for strategic decisions.
- 2.6.6 Data & documentation: maintain a clear timetable cycle/calendar, version control and change log; produce staff handbooks/grids and guidance each year.
- 2.6.7 Stakeholder engagement: consult heads of department on blocks, rooming and staffing; brief admin/exams/IT/site on timetable impacts; liaise with agencies/HR on staffing implications.
- 2.6.8 Link to daily cover: ensure the published timetable, rooming and staff assignments seamlessly support daily cover, duty rotas and exam invigilation planning; refine the timetable where structural issues cause recurring cover pressure.
- 2.6.9 Software expertise & development: maintain and develop proficiency in timetabling software (currently EdVal) and the school MIS; keep abreast of vendor guidance for imports/updates and new features.

### 3. Post Dimensions

- 3.1 Number of staff managed: Up to 4
- 3.2 Departmental budget: None
- 3.3 Section budget: None

### 4. Physical Effort and Working Environment

- 4.1 The post is not subject to any physical effort or strain in excess of work in a day to day office environment.
- 4.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

### 5. Supervision Received

- 5.1 Supervision received from the Director of Studies.

### 6. Contacts

- 6.1 Appropriate staff within the school and outside agencies as and when necessary.

### 7. Professional Development

- 7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

### 8. Additional Responsibilities

- 8.1 Promote the school's ethos and behaviour standards in all cover settings.
- 8.2 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- 8.3 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

### 9. Safeguarding

- 9.1 The Governors of St Gregory's Catholic College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.
- 9.2 Uphold safeguarding as everyone's responsibility; follow reporting and recording procedures rigorously.

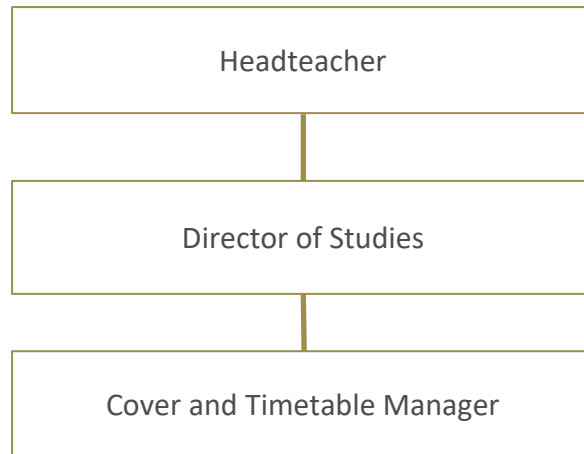
### 10. Special Notes and Conditions

- 10.1 All employees of St Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.



## 11. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.



# Person Specification

Cover and Timetable Manager	Essential	Desirable
<b>Safeguarding Children</b>		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	
<b>Qualifications and professional development</b>		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
<b>Experience/Knowledge</b>		
Demonstrable experience in complex scheduling/coordination, producing reliable plans/workflow to hard deadlines whilst maintaining service delivery.	✓	
Experience in constructing and maintaining a whole school timetable including in-year adjustments whilst maintaining curriculum delivery: <ul style="list-style-type: none"> <li>Running options/choices processes and converting outputs into blocks within the timetable.</li> <li>Advanced knowledge of MIS import/roll-forward (e.g., Arbor/Bromcom) and troubleshooting post-import issues. Arbor Help Centre+1.</li> <li>Experience producing timetable analytics for leadership (staffing/contact ratios, room utilisation) and scenario modelling. jobs.uwl.ac.uk.</li> <li>Experience coordinating exam invigilation rotas aligned to timetable structures.</li> <li>Knowledge of exams invigilation processes and duty rota planning</li> </ul>		✓
Experience of using strong organisation and time management skills; calm and decisive during peak periods.	✓	
Demonstrable experience as a confident user of MIS and office applications; proven experience of working with high accuracy and attention to detail.	✓	
Experience of school based MIS/cover modules (e.g., Edval, TimeTabler, or Nova-T6). Experience with Edval is desirable (training can be provided).		✓
Demonstrable experience of using timely, clear and accurate communication methods with staff/agencies/customers etc; courteous, solutions-focused approach.	✓	
Understanding of the importance of confidentiality and general data protection principles	✓	
Understanding of safeguarding in schools		✓
Willingness to undertake line management training	✓	
Proven experience of successful line management including induction, rota design, informal coaching).		✓
Strong data accuracy, analytical skills and attention to detail. Confident with class sizes, staffing loads and room utilisation reports or equivalent industry experience of complex administration and reporting	✓	

Proven stakeholder management across the whole business	✓	
Experience leading daily cover operations (early-morning process, deployment of cover supervisors/internal staff/agency supply) and integrating cover with the live timetable.		✓
Understanding of safeguarding, safer-recruitment protocols for visitors/agency staff, and confidentiality requirements.		✓
Basic budget awareness and value-for-money procurement.		✓
<b>Personal Attributes</b>		
Courteous, solutions-focused in approach	✓	
Calm and decisive especially during peak periods.	✓	
Working with high accuracy and attention to detail including excellent record keeping	✓	
Highly organised and able to multi task effectively including long term and short term focus	✓	
Strong IT skills including confidence in using MIS and Office software	✓	
Proactive and self-motivated	✓	
Student focussed in approach	✓	
Ability to work within the policy framework of schools	✓	
Supportive of Christian ethos of school	✓	
Willing to contribute to the wider life of the school	✓	



*“Pastoral care for all members of the community is exemplary and stands as a cornerstone of the school’s identity.”*

Catholic Schools Inspectorate Report





## Why work for us?

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### **An inclusive and diverse workplace**

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

# Applications

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**Closing date:** Midnight, Sunday 7 December 2025

**Interviews:** Week commencing 15 December. We reserve the right to interview earlier than this date.

Applicants are asked to submit their application online via <https://mynewterm.com/> and via <https://www.eteach.com/>.

**We are not currently able to accept postal applications at this time.**

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

Please note that you must have the existing right to work in the UK to apply for this post.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices, and all appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification, overseas certificates of good conduct, and the right to work in the UK.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, unless they are “protected” convictions or cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure. Shortlisted candidates will be provided with a Rehabilitation of Offenders form to complete.

Failure to disclose any disclosable criminal convictions could lead to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have any disclosable criminal convictions. A referral to the police may also be made.

All staff are expected to undertake comprehensive child protection training and must share in the school’s commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at <https://www.st-gregorys.org.uk/key-information/item/3/safeguarding>.

# *School Creed*

At St. Greg's, we are a family.

We believe in the living presence of God in our school, our community and world.

We are all equal and worthy of dignity and RESPECT in a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our RESPONSIBILITY is to always be kind and caring to all and to be stewards of creation. We all have VIRTUES and are valued and loved in the sight of God. Each of our lives is a gift to be nurtured as we journey together towards our true vocation.

In Christ we Flourish

Amen

Written by the students of St Gregory's Catholic College



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