

**COVER MANAGER & ADMINISTRATION  
SUPPORT**

**CANDIDATE PACK**



**WWW.BOTELER.ORG.UK**

# CONTENTS

<b>LETTER FROM THE HEADTEACHER.....</b>	<b>3</b>
<b>SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL.....</b>	<b>4</b>
<b>TCAT VISION.....</b>	<b>6</b>
<b>JOB DESCRIPTION.....</b>	<b>7</b>
<b>PERSON SPECIFICATION.....</b>	<b>10</b>
<b>HOW TO APPLY.....</b>	<b>11</b>



# WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Cover Manager & Administration Support vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

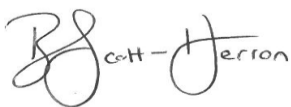
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron  
Headteacher



# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 6 Primary Academies, 7 Secondary Academies and one 6th Form Academy/College.

- Appleton Thorn Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Broomfields Junior School
- Dallam Community Primary School
- Great Sankey Primary School
- Meadowside Community Primary School
- Padgate Academy
- Penketh High School
- Penketh South Primary School
- Priestley College
- Sir Thomas Boteler Church of England High School
- South Wirral High School
- The Sutton Academy

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

# “THROUGH GOD, WE CARE”

## WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

PART  
OF  
THE



THE  
CHALLENGE  
ACADEMY  
TRUST

# OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

[WWW.TCAT.UK.COM](http://WWW.TCAT.UK.COM)

SERVE | CHALLENGE | EMPOWER

# JOB DESCRIPTION

**POST:** **Cover Manager & Administration Support**

**SALARY RANGE:** **Grade 5 points 8-14 £26,824-£29,540**  
**(Pro-rata salary £23,072-£25,408)**

**RESPONSIBLE TO:** **HR Manager**

## PURPOSE:

The post holder will work as part of the schools Business Support team, responsible for the organisation of the schools cover on a daily basis. The post-holder will also be responsible for the work of duty staff at school break and lunch times to ensure the safety and well-being of all students and staff is met. The post holder will fully subscribe to the vision and values of Sir Thomas Boteler Church of England High School.

## PRINCIPLE ACCOUNTABILITIES:

- To review staff request for absences and professional development forms
- To organise the work of the cover supervisors to ensure lessons for absent teachers are covered throughout the school day.
- To respond to queries and submit timesheets for payment on a weekly basis.
- To organise cover for absent teaching staff using Arbor. This will include allocating work to Cover Supervisors and booking external agency cover.
- To maintain a teaching supply list, including sourcing new staff, to ensure sufficient quality staff are available when required.
- To check the diary of events, planning cover in advance, wherever possible, to ensure sufficient cover is enlisted.
- To record all absences on the Schools Systems and record all cover using Microsoft Excel.
- To be responsible for emergency cover throughout the day including room changes if required.
- To make decisions regarding the most appropriate person to cover particular absences.
- To produce a daily cover notice board for staff.
- To ensure that duty staff are aware of and carrying out their duties and responsibilities.
- To co-ordinate a rota for the duty staff ensuring that all lunch and breaks are adequately covered in the event of staff absence and apportioned fairly.
- To ensure that the required tasks of the break duty staff are undertaken appropriately and in line with school procedures.

## ADMINISTRATION

- Take a lead role in the development and maintenance of manual and computerised records / management information systems for all aspects of cover, duties and absence.

- Ensure that all administrative activities are carried out in accordance with school policy and procedures.
- Calculating the costings of cover for new school trip visit requests.
- Provide detailed analysis and evaluation of data and produce reports/ information as required relating to absence, cover and duties.
- To support with the Fire evacuation list.
- To coordinate room bookings for meetings and arrange relevant room changes when required e.g. during exam period.
- To complete all administration tasks linked to Personal Development & Careers including Student Work Experience placements.
- To support the HR Manager with administration tasks.

## RESOURCES

- Responsible for Health & Safety management in own area.
- Comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Develop constructive relationships and communicate both internally and externally.
- Participate in training and other learning activities and performance development as required.
- Carry out duties with due regard to confidentiality and data protection regulations particularly with regard to student data.
- Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times.
- The post holder is responsible for the safeguarding and promotion of the welfare of children.
- Undertake such additional duties as are reasonable commensurate with the level of this post.
- Provide First Aid support to students and staff (Full training will be provided).

---

## CONTEXT AND KEY CHALLENGES:

- The post holder will maintain focus on the tasks in hand despite the innumerable interruptions by phone and in person.
- The post holder must be able to build relationships and work well in a team in order to facilitate the cover work of the school.
- The post holder must maintain a professional and calm attitude at all times.

---

## KEY KNOWLEDGE & SKILLS:

### Qualifications:

- Post holder will have recognised qualifications in English and Maths.

### Experience:

- Experience of working in a school environment would be desirable.

### Particular skills:

- Excellent communicator both verbally and in writing.

- Excellent interpersonal skills.
- Ability to build relationships and work as part of a team.
- Excellent problem solving skills.
- Knowledge of Arbor would be an advantage.

---

## **MAJOR DIMENSIONS:**

**Working as part of the Business Support team, working directly with the HR Manager and Cover Supervisors, indirectly with all other members of staff.**

---

## **EVENTS TO ATTEND:**

- Staff meetings
- Other school events and meetings as directed by the Headteacher

---

## **WORKING RELATIONSHIPS:**

Internal – All members of staff and Students, Governors  
External – Supply agencies



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>		
5 GCSEs A-C or equivalent including English and Maths	✓	
Willingness to participate in relevant training and development opportunities	✓	
ICT capability	✓	
<b>FAITH STATUS</b>		
Committed to implementing the school's Christian mission statement	✓	
Actively involved in the life and worship of a church, as recognised by churches Together in England		✓
<b>EXPERTISE</b>		
Ability to work independently	✓	
Ability to listen and communicate effectively	✓	
Experience of using the schools Arbor system		✓
Experience of using the Compass+ platform		✓
Ability to build and maintain effective working relationships internally and externally	✓	
Ability to promote a positive ethos	✓	
Ability to work effectively in a high-pressure environment	✓	
Knowledge of teaching hours and cover legislation		✓
<b>KNOWLEDGE AND UNDERSTANDING</b>		
Effective written and verbal communication skills	✓	
Ability to prioritise tasks	✓	
<b>PERSONAL SKILLS AND ATTRIBUTES</b>		
Excellent attendance	✓	
Excellent punctuality	✓	
Committed to inclusive education	✓	
Good decision making skills	✓	
Good communication skills	✓	
Able to work independently	✓	
Excellent interpersonal skills	✓	

Able to work as part of a team	✓	
Show clear understanding of the need for integrity/confidentiality	✓	
Reliability	✓	
Ability to work flexibly and to manage time effectively	✓	
Able to reflect and learn from experience/feedback	✓	
Resilience	✓	
Willingness to take part in first aid qualification.	✓	

# APPLICATION PROCESS

Please visit our school website vacancy page to apply online [www.boteler.org.uk/vacancies](http://www.boteler.org.uk/vacancies)

If you have any questions regarding the vacancy, please contact:

**Miss Jenny Muckley**  
**HR Manager/Headteacher's PA**  
**Sir Thomas Boteler Church of England High School**  
**Grammar School Road**  
**Warrington**  
**Cheshire**  
**WA4 1JL**

**Telephone: 01925 636414**  
**Email: [jmuckley@boteler.org.uk](mailto:jmuckley@boteler.org.uk)**

**[WWW.BOTELER.ORG.UK/VACANCIES](http://WWW.BOTELER.ORG.UK/VACANCIES)**

**‘ALL SCHOOLS SHOULD BE LIKE BOTELER.  
 I HAVE WITNESSED/EXPERIENCED WHAT IT TRULY MEANS TO  
 ENABLE ALL STUDENTS TO ACHIEVE SUCCESS; TO MAKE REAL,  
 GENUINE CHANGE THAT STARTS WITH A COMMITMENT NOT TO LET  
 ANY CHILD SLIP THROUGH THE NET.’ - LIZZIE HAZELDINE, STUDENT TEACHER**



# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE



GRAMMAR SCHOOL ROAD, LATCHFORD, WARRINGTON, WA4 1JL

01925 636414 • [INFO@BOTELER.ORG.UK](mailto:INFO@BOTELER.ORG.UK)

[WWW.BOTELER.ORG.UK](http://WWW.BOTELER.ORG.UK)