



**TRUE LEARNING
PARTNERSHIP**



Glossopdale School & Sixth Form Staffing & Cover Coordinator Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to Glossopdale School & Sixth Form, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in joining Glossopdale School & Sixth Form. Our school is an oversubscribed 11-18 comprehensive secondary school which serves the Glossop and wider community. We are a warm and caring school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

The Staffing and Cover Coordinator plays a key role in ensuring the smooth and efficient operation of the school by managing staff absence and cover arrangements, supporting recruitment and onboarding, maintaining staffing and timetable records, and overseeing a range of HR and administrative processes. Working closely with school leaders, Trust colleagues and external partners, the postholder helps ensure that staffing is effectively organised, safeguarding requirements are met, and students benefit from consistent, high-quality provision every day.

We exist to empower our students to find their purpose, develop high aspirations and thrive, both academically and personally. We provide a knowledge-rich curriculum which exposes students to powerful knowledge, places them on an ambitious pathway and develops the character traits needed as young people and into adulthood. Our core purpose is not merely finite 'success' for our students, but our culture and curriculum enable them to thrive – to continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our students to succeed. At Glossopdale School & Sixth Form, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching students effective learning habits. We communicate and practise these regularly, as both staff and students.

While with us, we encourage every member of staff to stretch themselves and we give everyone access to a wide range of learning and development opportunities. We are a research-based school with the aim to develop highly effective evidence-based practices including teaching, learning and assessment, where we collaborate as a whole staff to persistently improve our pedagogy and where we evaluate our practice habitually.

We have some of the best facilities in the area having fully rebuilt our school in 2018. This not only provides both staff and students with everything they can expect for modern teaching and learning but also gives us exceptional environmental credentials.

I am extremely proud to be the Headteacher of Glossopdale School & Sixth Form and consider it a privilege to be a part of such a vibrant and caring learning community. If you think this sounds like your sort of school, then we very much look forward to receiving your application to join us.

Kate Smith
Headteacher

Job Description & Person Specification

POST TITLE:	Staffing and Cover Coordinator
GRADE/SCALE:	Grade 8
SALARY:	£27,615 - £29,447 per year (actual) (pay award pending) £29,719 - £31,691 FTE
RESPONSIBLE TO:	Headteacher
LINE MANAGED BY:	Headteacher
WEEKLY HOURS:	37 hours
WEEKS PER YEAR:	42 weeks per year, including INSET days. Mainly term time working plus 3 weeks in school holidays (pattern to be agreed with line management)
WORKING PATTERN:	7am – 3pm Mon-Thursday 7am – 2.30pm Friday More flexibility around working times is possible during school holidays

PURPOSE OF JOB:

The Staffing and Cover Coordinator will be responsible for the administration of staff absence, cover arrangements, duty rota, room changes, staff deployment, staff training and timetable maintenance.

SPECIFIC RESPONSIBILITIES

Management of Staff Absence and Cover

- Manage the day-to-day administration of staff cover, including arrangements for supply staff in liaison with supply agencies, cover supervisors and other staff
- Ensure all agency is procured in line with Department for Education and Trust requirements.
- Ensure that cover and supply staff are fully trained and supported in implementing school policies, practices and routines
- Support the induction of new cover staff in our school
- Oversee and maintain paper and electronic records of staff cover, supply staff hours, INSET and personal leave
- Day to day line management of Cover Supervisors
- Maintain electronic records of supply and agency data and costs to enable effective analysis, monitoring and reporting.
- Liaise with the School Business Manager, Finance Business Partner and Headteacher to assist with the monitoring and management of the supply budget.
- Manage the school's absence management process in line with Trust policies
- Maintain and oversee staff absence records
- To analyse staff absence in conjunction with the Trust People and Culture team and provide reports to SLT and governors when required

- Work with senior leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate
- Liaise with School Business Manager and Finance staff for recruitment expenditure and other HR related budgets, ensuring cost effective use of funds

Recruitment and Staffing Administration

- Work closely with external agencies in order to fill vacancies within the school
- Liaise with Trust People and Culture Team and the PA and Recruitment Manager to oversee the administration of advertising, interviewing and selection of new staff
- Oversee and co-ordinate the staff induction process for all new staff
- Administer the process for paying overtime and casual hours worked each month in line with the agreed payroll dates
- Work with the central People and Culture team to ensure that all HR related changes agreed at school level are communicated and applied in line with agreed change dates. This may include supporting with the production of change forms and letters using standard templates.
- Support with Disciplinary, Grievance, Capability and Appeal processes, including organising meetings, preparing packs for attendees, note taking and outcome letters
- Support with the monitoring and processing of fixed term contracts, staff changes, and staff leaving documentation and arrange exit interviews
- Liaise with the Finance Business Partner to ensure that staffing changes are accurately reflected in the school budget
- Support managers in robustly managing and supporting employees in line with Trust Policies, including liaising Occupational Health, Trade Unions and other outside agencies
- Support managers with holding conversations with staff on a range of HR matters in accordance with Trust HR policies.

Safeguarding and record keeping

Liaise with the PA to the Headteacher and Recruitment Manager to:

- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and Trust requirements
- Monitor and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Timetable Maintenance and Duties

- Assist with the Deputy Head (Curriculum) with the construction and maintenance of the school timetable maintaining accuracy throughout the year
- Manage, oversee and update the staff duty rota to ensure that all duties are allocated and covered on a daily basis
- Responsible for keeping the Register of Business Interest folder updated

- Liaise with the IT Support Manager regarding daily backups, upgrades and maintenance of Bromcom
- Liaise with staff with regards to rooming requirements, arranging rooms for exams and extra-curricular events

General Responsibilities

- To carry out student supervision duties as directed
- To assist in the general administration of the school during school holidays including answering phone calls, general administration, post, deliveries
- Deputise for the PA to the Headteacher & Recruitment Manager

Other Responsibilities

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management
- Undertake any necessary training associated with the duties of the post.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, equal opportunities and data protection, reporting all concerns to the appropriate person.
- Comply with the Health and Safety Policy of the school with regard to the wellbeing of themselves and others
- Carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management
- The responsibilities and duties attached to this role will be reviewed annually as part of the performance management process and may be subject to change. Any amendments requiring a change in grade or that are not within the general remit of the role will only be made after consultation with the post-holder.

SAFER RECRUITMENT STATEMENT

Glossopdale School & 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.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1) To have GCSE or equivalent including Mathematics and English at Grade C or above	AF
2) To be IT literate including MS Office, Publisher, Internet and Intranet packages	AF
Desirable	
1) To have recent experience of working in the secondary sector of education	AF
RELEVANT SKILLS AND EXPERIENCE	
Essential	
1) To have excellent communication skills	AF
2) To have experience of working in a demanding environment and remain calm under pressure	I + R
2) To have experience of prioritising workloads in a demanding environment	AF
3) To be able to work with a range of staff, students, visitors and outside agencies	I + R
Desirable	
1) To have experience of using Bromcom or similar MIS	I
KNOWLEDGE AND UNDERSTANDING	
Essential	
1) To be able to manage competing demands	I
2) To have excellent written and verbal communication skills	AF + I
3) To demonstrate a high level of attention to detail and accuracy	I
4) To have the ability or potential to use and interpret data	I
5) To have the ability to find solutions to complex problems	I
6) To be able to treat information in total confidence	I + R
Desirable	
1) To be innovative, creative and self-motivated	I
2) To have recent experience of deploying staff and/or school timetables	AF
INTERPERSONAL SKILLS	
Essential	
1. To possess high quality interpersonal and communication skills	AF + I
2. To be able to show initiative and implement change	I
3. To be able to prioritise, plan and organise workload.	I + R
4. To be able to work as a member of a team	I + R
OTHER	
Essential	
1) To have the ability to relate to and promote the ethos of the school	AF + I
2) To be willing to undertake training as required	AF + I
3) To have excellent attendance and punctuality	R+I
4) To demonstrate commitment, reliability and integrity.	I + R
5) To be able to manage time effectively.	I + R
6) To display commitment to the protection and safeguarding of children and young people	AF + 1
7) To be committed to promoting equality in the widest context.	I

Key: **AF = Application Form** **I = Interview** **R = Reference**

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.

Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting; CVs will not be accepted.

Key Dates

Closing date for applications: Monday 10th August at 9am

Interviews will take place soon after on a date to be confirmed.

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include:

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

True Learning Partnership Trust Board safeguarding representative is James Twigg. If you wish to contact them, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



Contact Us



True Learning Partnership

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Poynton, Stockport, Cheshire, SK12 1PU

W: www.truelearning.org.uk/

E: recruitment@truelearning.org.uk

