



THE WHITE HILLS PARK TRUST

Role: Cover Manager
Location: Bramcote College, Moor Lane, Bramcote, Nottingham, NG9 3GA
Salary/Grade: NJC Grade 4, Points 8-14, £26,824-£29,540 FTE
Actual Salary: £22,970 - £25,297
Hours: 37.5 hours per week, TTO (Mon-Fri 7.30am-3.30pm)
Start date: 1 September 2026

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

To provide a **comprehensive and high-quality cover service across the school**, ensuring continuity of learning in the absence of teaching staff.

The role combines **hands-on cover supervision with the full administration and coordination of staff cover**, alongside maintaining safeguarding compliance processes related to cover staff and agency workers.

The postholder will be required to **start the working day early** in order to ensure all cover arrangements are in place and communicated effectively prior to the start of the school day.

KEY RESPONSIBILITIES

Cover Management & Coordination

- Plan, organise and coordinate daily staff cover to ensure all lessons are appropriately staffed.
- **Undertake an early start each day** to review staffing levels, process overnight absences, and ensure cover plans are in place before the school day begins.
- Process and approve cover requests in line with school policies and procedures.
- Administer and monitor **staff leave of absence requests**, ensuring appropriate authorisation and accurate recording.
- Maintain oversight of **daily staff absence**, using the school management information system to ensure records are accurate and up to date.
- Act as the **first point of contact for cover teachers, supply staff and agency workers**, providing clear communication, guidance and support.
- Ensure all cover arrangements are communicated clearly and efficiently to relevant staff prior to the start of the school day.

Safeguarding, Compliance & SCR Management

- Maintain and update the school's **Single Central Record (SCR)** on a daily basis in relation to cover staff, supply teachers and agency staff.
- Ensure all required safeguarding checks (e.g. DBS, identity, right to work, qualifications) are recorded accurately and in line with statutory requirements.
- Liaise with agencies to obtain and verify compliance information for all temporary staff.
- Ensure all processes comply with **Keeping Children Safe in Education (KCSIE)** guidance and Trust safeguarding policies.
- Escalate any safeguarding or compliance concerns immediately in line with school procedures.

Attendance, Payroll & Absence Monitoring

- Ensure accurate recording of staff absence to support **payroll processes**, including supply staff and cover adjustments.
- Provide relevant absence and cover data to support payroll submissions.
- Notify external bodies, including the school's **insurance provider**, in relation to staff absence where required.
- Maintain detailed and accurate records of cover, absence and staffing changes for audit and reporting purposes.

Cover Supervision

- Supervise students in lessons in the absence of teaching staff, in accordance with school policies.
- Ensure a purposeful learning environment where students remain on task.
- Manage student behaviour to maintain a safe and productive classroom
- Respond to students' queries about pre-set work and provide appropriate support
- Collect completed work and return it to the appropriate member of staff
- Ensure classrooms are left tidy and ready for the next lesson
- Record and report attendance in accordance with school procedures
- Report back on student behaviour and any issues arising during the lesson.

ADDITIONAL RESPONSIBILITIES

Wider School Support

- Undertake other non-teaching duties during non-cover periods, as directed by the line manager

- Provide administrative support to the wider school team where required.
- Support reception and front-of-house duties during busy periods or staff absence.

Flexibility & Operational Support

- Demonstrate flexibility in working hours to meet the operational needs of the school, including early starts.
 - Support key school events, including examination periods, open evenings and results days.
 - Be available, where required, to undertake duties outside of the normal school day during peak operational periods.
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GENERAL DUTIES

- Work collaboratively with teaching and support staff to ensure the smooth running of the school.
 - Uphold school policies, particularly those relating to behaviour, safeguarding, GDPR and health & safety.
 - Maintain strict confidentiality, particularly when handling sensitive staff and safeguarding information.
 - Undertake any other reasonable duties commensurate with the role as directed by the line manager.
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SAFEGUARDING

The post holder will be expected to:

- Safeguard and promote the welfare of children and young people.
- Follow all school safeguarding policies and procedures.
- Report any concerns in line with school protocols.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

Continuing Professional Development

- Reflection on own practice and private study and undertake any professional development necessary as identified in SIP.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme
- Participation in appropriate in-service education programmes

Relationships

To be responsible to:

- The Head Teacher, with Line Management through the Assistant Headteacher : Curriculum.

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The job description does not form part of the contract of employment.