

## **Oakgrove School**

<b>JOB TITLE:</b>	Cover Manager
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>GRADE:</b>	6
<b>CONTRACTED HOURS:</b>	35 (7.30am-3.00pm)
<b>CONTRACTED WEEKS:</b>	39 (Term time plus mandatory training and exam results days)

### **JOB PURPOSE**

- Manage the school absence system.

### **PRINCIPAL RESPONSIBILITIES**

- Review answerphone messages to the absence line and arrange cover on a daily basis from 7.30am, with cover being arranged and communicated by 8am.
- Organise cover for daily sickness absence, planned absence and emergency cover in a timely and cost effective manner.
- Utilise SIMS and associated systems to manage cover requests and requirements.
- Support SLT with administrative tasks as required. This may include coordinating meetings, managing calendars, supporting external visitors and managing the administration for SLT and governors meetings.
- Maintain confidentiality regarding a staff member's absence.
- Update SLT and HR with cover requirements and absences on a daily basis.
- Liaise with HR regarding sickness absence in relation to fit note requirements.
- Maintain an accurate record of cover/absences throughout the year on SIMS.
- Engage external supply staff when necessary.
- Ensure there is cover work, registers and relevant resources for cover supervisors and supply agency staff.
- To be responsible for arranging emergency cover throughout the day.
- Organise room changes when necessary.
- Maintain good relationships with agencies to ensure we are provided with good quality staff.
- Meet supply teachers as they arrive, ensure safeguarding protocols and carry out a short induction for those new to school.
- To line manage the cover supervisors including training, absence and performance management including regular observations.
- Follow Oakgrove's Behaviour Management policy while covering lessons/ school activities.
- Attend and participate in meetings as required.

### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

### **Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description, dated \_\_\_\_\_

Signed by Post Holder: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_