



BEDE ACADEMY

Emmanuel Schools Foundation

Cover Manager & Administrator

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

I am thrilled to see your interest in applying for the role of Cover Manager/Administrator at Bede Academy, Secondary.

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations. As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. As a result, students across our Primary achieve very high standards of attainment – often significantly above regional and national standards. These high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff. We are looking for someone to lead our Primary phase who holds the highest expectations of themselves, of their colleagues and of the students we all serve.

If this role, and our Secondary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Shayne Elsworth

Acting Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

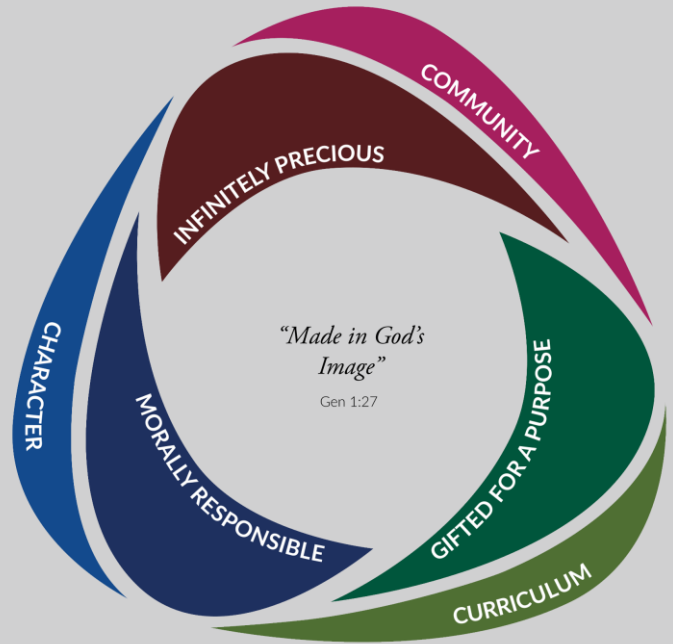
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”

A young woman with blonde hair, wearing a green school blazer, white shirt, and striped tie, is sitting at a desk. She is focused on painting a drawing on a piece of paper with a brush. The background shows a bulletin board with various papers and a yellow and blue border.

“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

Cover Manager and Administrator Job Description

The Cover Manager and Administrator is responsible to the Assistant Vice Principal and Curriculum Organisation. The Cover Manager is responsible for the management of the academies daily cover. This includes the deployment of the schools cover supervisors, teachers and supply staff. When not arranging cover you will help in the administration office ensuring the smooth running of this. This is a wide-ranging role involving mostly administrative functions. The main duties of this position

- Coordinate and manage the school's cover arrangements, ensuring that classes are covered effectively in the absence of teachers
- Liaise with teaching staff, support staff and supply agencies to arrange suitable cover, maintaining accurate records and communication throughout.
- To organise cover for absent teaching staff using BROMCOM. This will include authorising agency invoices and completing online agency timesheets
- Manage the cover budget

- The welcoming of visitors ranging from parents to government officials in a professional manner
- Carry out administrative duties.
- Sending correspondence to staff and parents.
- Ensure a professional “front-of-house” response to all telephone enquiries from the public.
- Ordering stationery, office equipment and furniture.
- Processing incoming and outgoing mail.
- First aid qualified or commitment to be trained.
- Be trained in administering medicines to students or commitment to be trained.
- Ensure the office and workspace is clean and organised.
- Any other reasonable duties as required by the AVP Assessment and Curriculum organization, PA to the Principal and Principal.

In addition to fulfilling Academy-wide administrative functions, the Administration Team will offer senior staff and Heads of Departments secretarial support.

THE PERSON

Experience

- Relevant experience working in a school or business administration environment
- Experience of school-based systems
- Confidence with Microsoft Office Systems
- Experience of dealing with simultaneous and often conflicting demands from more than one person
- Experience of a high degree of professional autonomy in relation to the key areas of school administration

Knowledge

- Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Types of problems which can occur – including conflict and aggression – and the procedures for dealing with these
- The social context in which the school operates, including the cultural diversity of the community and how it impacts on the school environment

Skills/Abilities

- Ability to remain calm and productive in a busy environment
- Advanced keyboard and IT skills
- Excellent communication, organisational and ICT skills.
- Produce and process data and documents to ensure accurate reports and information
- Ability to organise own workload and determine priorities within the working day
- Ability to handle sensitive and confidential information and issues appropriately
- Ability to relate sensitively and positively to both children and adults, which impacts on the well-being of all in the workplace,
- Ability to self-evaluate learning needs and actively seek CPD
- Good time management skills

Qualifications

- Excellent numeracy and literacy skills
- Qualifications equivalent to Level 3 ICT
- Hold a first aid qualification or be willing to be trained
- Administer medication qualification or be willing to be trained

Other Attributes

- Be able to demonstrate commitment to the ethos and the core values of the academy
- Be able to demonstrate initiative and intuition
- Be able to work well in a team as well as independently
- Present a smart appearance





APPLICATION DETAILS

Vacancy Details

Salary: £23,301 (FTE £26,846) per annum (SCP6)

Start date: 1 September 2026

Location: Sixth Avenue, Blyth, NE24 2SY

Working Terms: 37.5 hours per week, Term time only plus 5 additional days,
Permanent

Deadline

Closing date: **18 June 2026, 9:00am**

Interviews to be held: Friday 26 June 2026

How to apply:

For further information, please visit www.bedeacademy.org.uk or call HR on 01670 545111 (option 2) or email recruitment@bedeacademy.org.uk.

A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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FOUNDATION

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