



## Cover Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Summary of the role:</b>	To ensure the effective supervision of students in the absence of their usual teacher and to manage the administration of staff cover across the school. This includes receiving and processing staff absence notifications, allocating cover duties fairly and efficiently, and maintaining accurate records on SIMS. The Cover Manager will work closely with teaching and support staff to ensure continuity of learning and uphold the school's high standards of conduct and safeguarding.
<b>Reporting: to:</b>	Senior Deputy Head
<b>Main Duties and Responsibilities:</b>	<p><b>Cover Supervision (Classroom-based)</b></p> <ul style="list-style-type: none"><li>Supervise classes during the short-term absence of teaching staff, ensuring students remain on task with the work set by their usual teacher.</li><li>Maintain a calm, purposeful and safe environment in the classroom, following school policies and procedures.</li><li>Manage student behaviour in line with the school's Behaviour Policy, ensuring a positive and respectful atmosphere.</li><li>Register student attendance and report any concerns promptly.</li><li>Provide feedback to the relevant teacher regarding student engagement and any issues arising during cover lessons.</li><li>Support students in understanding the work set, without providing direct teaching or subject-specific instruction.</li></ul> <p><b>Cover Administration</b></p> <ul style="list-style-type: none"><li>Start each working day between 6:30am and 7:00am to process unplanned staff absences and organise cover arrangements.</li><li>Monitor and respond to last-minute absence notifications from staff, including via email, phone, or school systems.</li><li>Allocate cover duties to teaching and support staff in a fair, consistent and transparent manner, in line with school policy and staff contracts.</li><li>Enter all cover requests and allocations promptly and accurately onto the School's MIS (SIMS).</li><li>Communicate daily cover arrangements to staff and relevant departments.</li><li>Maintain up-to-date records of staff absences and cover provided.</li></ul>



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	<ul style="list-style-type: none"><li>• You may also be required to undertake such other comparable duties as the Head requires from time to time.</li></ul>
<b>Safeguarding responsibilities</b>	Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• 5 GCSE passes (C / 4 and above, including English and mathematics</li></ul>		<i>Certificates</i>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of working in a school or educational setting</li></ul>	<ul style="list-style-type: none"><li>• Experience in a cover supervisor or cover administrator role</li><li>• Knowledge of safeguarding and child protection procedures</li><li>• Experience of using SIMS or similar school management systems</li></ul>	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent organisational and administrative skills</li><li>• Strong communication skills, both written and verbal</li><li>• Ability to use school MIS systems (e.g., SIMS) or willingness to undertake training</li><li>• Ability to manage student behaviour effectively</li><li>• Excellent ICT skills including Excel and Word</li></ul>		<i>Contents of the Application</i>  <i>Form Interview</i>  <i>Professional references</i>



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<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"><li>Ability to work calmly under pressure and manage competing priorities</li><li>High standards of professionalism, reliability, and integrity</li></ul>		
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## Hours of Work

24 hours per week, term time only:

- 10 hours per week for administrative duties (early morning cover administration, Monday to Friday, between 6:30am and 9:00am)
- 2 days per week as Cover Supervisor in the classroom (Tuesdays and Fridays, 7 hours per day)