



JOB DESCRIPTION

Job Title:	Cover Manager	Department:	Cover
Hours of Work:	6.30am – 2.30pm, Monday to Friday (37.5 hours per week) 35 weeks per year (term time plus one additional week to be undertaken during the Easter holiday to prepare the invigilation schedule)		
Responsible To:	Deputy Head (Operations)	Responsible For:	N/A

Job Purpose

The Cover Manager plays a vital role in ensuring the smooth daily operation of teaching cover across the school. This includes managing and coordinating staff absence cover, supporting leave of absence approvals, and contributing to the organisation of the school's examination invigilation timetable. The post holder will occupy the Wilson Room, providing supervision for study periods (Periods 1-4), whilst also delivering other occasional lesson cover, as required. They will act as a central point of contact for cover arrangements.

Key Responsibilities

Cover Coordination

- Provide daily cover for supervised study sessions in the Wilson room, where required.
- Organise, manage and record (using iSAMS) daily cover for teaching staff, including short-term and unplanned absences.
- Liaise with internal staff (and supply agencies if required for longer term cover needs) to arrange appropriate cover as needed.
- Work with teaching staff to source suitable rooms – if required.
- Monitor the daily staffing levels to ensure appropriate cover across all teaching periods, intercepting last minute daily requests as submitted.
- Liaison with relevant HR and Heads of Department/SLT to arrange short term cover
- Work with Heads of Department for staff requiring cover for long-term absence.
- Maintain accurate records of staff absence and cover provided.
- Communicate cover arrangements clearly and promptly with relevant staff and departments, ensuring the daily cover email is distributed by 7.30 am
- Changes in the daily timetable to be communicated promptly and to appropriate personnel.
- Ensure that cover arrangements are in line with school policies and guidance.
- Regularly review, with the Deputy Head Ops, the effectiveness of cover arrangements.

Leave of Absence Requests

- Receive and process leave of absence requests from teaching staff, ahead of time and within the prescribed timeframes.
- Ensure requests are logged and considered according to school policy, making recommendations for approval or rejection to the Head of HR/Deputy Head Ops.

Examination Support

- Liaise with Exams Officer and other relevant staff to ensure adequate staffing for all exams.
- Assist with devising and maintaining the invigilation timetable for internal and external examinations.

Lesson/Wilson Room Cover

- Provide in-class cover supervision when required, particularly during periods of high staff absence.
- Supervise the delivery of the online Teams cover content, maintaining a positive, productive learning environment.
- Maintain a calm and orderly atmosphere in the absence of the regular class teacher.

Administration and Communication

- Act as a key daily point of contact for staff queries regarding cover arrangements.
- Use school MIS and communication systems to manage schedules and notifications.
- Provide regular updates to the Deputy Head (Operations) and Head of HR as appropriate.

General

- Adhere to and promote the safeguarding policies and ethos of the school.
- Attend relevant training and meetings as required.
- Undertake any other reasonable duties in line with the role and its responsibilities.

Terms and Benefits

- Working hours: 6.30am – 2.30pm, Monday to Friday (37.5 hours per week)
- Working weeks: 35 weeks per year (term time plus one additional week to be undertaken during the Easter holiday to prepare the invigilation schedule)
- Salary. £32,011-35,049 prorated to 0.76 FTE (£24,328-26,637) dependent on experience.
- Pension. The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
- Parking. There is free parking on site.
- Gym and Pool. There are staff sessions for use of these facilities

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Previous experience in an educational or administrative role. • Experience of coordinating timetables, rotas, or cover arrangements. • Experience working independently and managing conflicting priorities. 	<ul style="list-style-type: none"> • Experience in a school cover manager or timetabling role. • Familiarity with examination processes and invigilation coordination. • Experience working in a boarding school or similar setting.
Skills & Abilities	
<ul style="list-style-type: none"> • Excellent organisational and time management skills. • Strong IT skills including Microsoft Office and school MIS platforms (e.g. SIMS, iSAMS). • Clear and confident communicator, both written and verbal. • Ability to work calmly under pressure and to tight deadlines. • Strong attention to detail and accuracy. 	<ul style="list-style-type: none"> • Understanding of teacher cover challenges and staffing logistics. <p>Awareness of safeguarding procedures in schools.</p>
Personal Behaviours	
<ul style="list-style-type: none"> • Reliable and punctual with a flexible and proactive attitude. • Discreet and professional when handling confidential matters. • Approachable and diplomatic when dealing with staff. • Willingness to undertake lesson supervision as required. • Resilient and solution-focused. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	