



JOB DESCRIPTION

JOB TITLE:	Cover Manager - SIMS
GRADE/ ROLE PROFILE REF:	Grade E
WORKING WEEKS/ HOURS:	40 weeks; 37 hours per week
TIMES WORKED:	Monday – Thursday 7.00am – 3.00pm and Friday 7.00am – 2.30pm
BASE:	Main Office

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Assistant Headteacher

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- To be responsible for the day to day staff cover, notifying the Assistant Headteacher of potential/actual problems and concerns.
- Using SIMS Cover 7 set up daily cover requirements and room changes for absences and special events.
- Allocate cover supervisors/supply/teachers to cover.
- To be responsible for organising and co-ordinating the staff duty rotas for Break 1 and Break 2, ensuring all staff are aware of their duties.
- To be responsible for monitoring and co-ordinating those staff who undertake paid duties, liaising with the duty team (MJH, RLS, KAT) to ensure duties are carried out on a weekly basis before payment is authorised.
- Create daily cover sheets.
- Liaise with the Assistant Headteacher and manage cover and processes including special events and theme days.
- Manage the online school staff diary (googledoc).

- Liaise daily with the HR Department regarding staff absence.
- Manage the booking and management of supply staff.
- In Nova-T6 amend and update timetable when necessary.
- Update timetable with student set changes when necessary.
- Advise staff of any timetable or room changes and publish room change notices.
- Produce cover and absence statistical analysis as required.
- Liaise with DoLs, Assistant Headteacher and Examinations Officer for cover on the timetable and associated arrangements about practice GCSE examinations and internal assessments and examinations and resolve potential clashes.
- Arrange and manage the school photo days.
- Line Manager the team of Cover Supervisors and undertake their IPP.
- Assist the Examinations Officer as and when required.
- Any other duties requested by the Assistant Headteacher which are commensurate with the grade of the post.
- To undertake any other duties and directions which may be reasonably given by the Headteacher.

NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- **No other holidays will be granted during term time without a very exceptional reason.** Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Assistant Headteacher.

Date Prepared: 11th November 2021

Prepared By: Assistant Headteacher

Date Reviewed:

Reviewed By: