



St Augustine's Catholic College

Wingfield Road • Trowbridge • Wiltshire • BA14 9EN

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JOB DESCRIPTION

Job Title:	Cover Manager
Grade:	E 9-11 £19,171 - £19,945 pro rata Term time only 10 hours per week £4,400 - £4,679 dependent on experience
Reports to:	Deputy Head
Job Purpose:	Ensure the effective management of day to day cover arrangements both planned and unforeseen.

Main Duties / Responsibilities

- To arrange appropriate cover for teaching staff using Cover Organiser in SIMS
- Work with Assistant Head and Chief Finance Officer regarding BlueSky requests for planned absences
- Ensuring LOAs are acted on promptly and absence requests follow procedures
- Liaising with HR Manager for long term absence cover
- Contacting Supply Agencies for long term cover and ensuring appropriately qualified supply teachers are employed.
- Maintaining clear communication with external parties such as supply agencies and supply bank teachers
- Covering unplanned absences by making use of cover supervisors, bank supply teachers or supply teachers from external agencies.
- To liaise with SLT regarding cover for retreats, sports events and school trips.
- To maintain appropriate records of cover
- To ensure all external cover teachers and cover supervisors have the appropriate documentation
- To produce reports, as required, detailing cover worked
- Deal with unexpected problems related to cover

Resources

- Operate relevant equipment/complex ICT packages (e.g. SIMS, Microsoft Office, Advanced Excel)

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation