



## Job Description

<b>Role</b>	Cover Service Manager	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>	Grade 7 SCP 25	<b>Reports to</b>	School Business Manager
<b>Job evaluation code</b>	MER051	<b>Date of evaluation</b>	2023
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To manage and organise the daily cover requirements of the school;</li> <li>To work with the School Business Manager to monitor staff absence and limit agency expenditure;</li> <li>To line manage the cover supervisors at the school;</li> <li>To assist the School Business with aspects of HR admin, including the issuing of HR letters, the processing of self-certification and absence forms and HR filing;</li> <li>To determine and communicate any room changes required to meet the operational needs of the school;</li> <li>To assist with the school calendar and other operational rotas, such as duties;</li> <li>To assist with other admin tasks as required.</li> </ul>		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	Staff and external agencies	Line management of school cover supervisors (x3)	None – works with the SBM to monitor agency spend
<b>Key accountabilities</b>	To ensure continuity of learning for students when staff are absent through deployment of cover supervisors, other teaching staff and the use of internal and external supply teachers. To assist with the monitoring of staff absence and any follow up actions. To provide operational support, including support with the calendar and duties. To provide HR administration support.		
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>To proactively organise and manage the cover of absent teaching staff, allocating cover supervisors as appropriate and ensuring data is entered into Bromcom;</li> <li>To maintain records of internal staff being asked to cover to ensure that regulations are adhered to;</li> <li>To build connections with local agency supply companies;</li> <li>To liaise with internal supply staff and agency supply as required to book additional staff to cover both vacancies and absence;</li> <li>To monitor and record agency costs and to work with the SBM to limit these costs wherever possible;</li> <li>To ensure that all commitments in respect of agency spend are recorded in Psfinancials;</li> <li>To update the senior leadership team daily of staff absences and cover requirements;</li> <li>To ensure that the safeguarding procedures in respect of supply staff are adhered to, to organise the induction of supply staff as appropriate including the provision of log in information for classroom based IT systems and to access cover resources;</li> <li>To ensure that sickness absence information is accurately recorded in Bromcom for payroll purposes;</li> <li>To work with the SBM to ensure that the staff attendance policy is adhered to, including the provision of regular reports relating to sickness absence and training records;</li> <li>To provide admin assistance as required, including assistance with HR admin to the SBM, ensuring that all HR letters are dealt with promptly and efficiently, and support to arrange interviews;</li> <li>To participate in the recruitment of cover supervisors as required;</li> <li>To organise and communicate room changes via the daily notices/ email to staff;</li> <li>To provide support with the calendar and other operational areas, including duties;</li> <li>To comply fully with all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments;</li> <li>Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder</li> </ul>		



<b>Other requirements and responsibilities</b>	Level of DBS required: Enhanced with Children's Barring list
<b>Structure chart</b>	<pre>graph TD; SBM[School Business Manager] --- CS[Cover Service Manager]</pre>

## Person Specification



<b>Role</b>	<b>Cover Service Manager</b>	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>	Grade 7 SCP 25	<b>Job evaluation code</b>	MER 051
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"><li>NVQ level 3 or equivalent.</li></ul>		
<b>Experience</b>	<ul style="list-style-type: none"><li>Knowledge of Bromcom/other MIS packages or willingness to learn;</li><li>At least 2 years' experience in a similar administrative environment;</li><li>Experience of line management (preferred but not essential);</li><li>Experience of working within a busy, diverse environment.</li></ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>Excellent Microsoft office skills - Word, Excel, Outlook;</li><li>Confidentiality, reliability, tact, diplomacy, sensitivity and resilience;</li><li>Excellent organisational and communication skills – able to prioritise workload;</li><li>Able to work independently but also as part of a team;</li><li>Able to lead, develop and motivate a team of staff;</li><li>Flexible approach to working and a commitment to on-going personal development;</li><li>Excellent people management and communication skills;</li><li>Tact, diplomacy and sensitivity;</li><li>Ability to work to tight deadlines and respond to unplanned situations;</li><li>A sense of responsibility;</li><li>Calm under pressure, proactive and adaptable</li></ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people. The successful candidate will be required to complete Safer Recruitment training.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

<b>Signed:</b> Post holder	
<b>Date:</b>	