

The Maplesden Noakes School

Job Description

Job title: Cover Manager

Salary: MNS Range 7

Responsible to: Admin Team Manager

Purpose: To lead the planning, coordination and delivery of all staff cover arrangements, ensuring continuity of learning through effective and efficient deployment of staff for both planned and unplanned absences. The Cover Manager will also play a key operational role during examination periods, ensuring appropriate rooming arrangements to support a calm and compliant exam environment.

Key Responsibilities:

Cover Management and Coordination

- Proactively plan and organise the daily cover schedule, ensuring all arrangements are in place ahead of the school day.
- Coordinate and manage cover for all planned and unplanned staff absences.
- Respond promptly to emergencies during the day, arranging immediate cover solutions to minimise disruption to learning.
- Produce and circulate a daily cover list/email, ensuring accurate and timely communication to all staff.
- Maintain accurate and up to date records of staff absences and cover arrangements using the school MIS.
- Monitor staffing levels and adjust cover in real time when required.
- Ensure cover is deployed efficiently and cost-effectively, prioritising Cover Supervisors before teaching staff or external supply
- Create and update emergency cover and rooming plans as needed

Examination Rooming & Re-Rooming

- Plan and coordinate rooming arrangements during internal and external examination periods in collaboration with the Data and Exams Manager.
- Re-room classes and staff as required to ensure examination groups are accommodated in quiet, appropriate environments that meet exam regulations.
- Respond to daily operational pressures during exam periods by adjusting room allocations quickly and effectively
- Ensure minimal disruption to both examinations and teaching by balancing space, staffing and timetable constraints

Supply Staff & Agency Liaison

- Liaise with supply agencies to source high-quality staff for short and long term cover.
- Manage bookings, confirm requirements and monitor quality and value for money.
- Process and verify supply staff timesheets and check invoices.
- Induct and support supply staff on arrival, ensuring they understand school systems and expectations
- Act as the primary contact for all cover-related queries

Leadership of Cover Supervisors

- Lead, deploy and coordinate the Cover Supervisor team to ensure effective support across the school day.
- Line manage Cover Supervisors including induction, appraisal and professional development.

Safeguarding and Safer Recruitment

- Manage the signing in process and ID checks for all external supply staff.
- Confirm that all safer recruitment checks have been completed by supply agencies prior to staff starting work and provide information to the school HR Department so that accurate records are maintained on the Single Central Record.
- Ensure compliance with safeguarding policies.
- Promote and uphold safeguarding and student welfare at all times.

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the key areas of work. There will be additional duties and responsibilities implicit within the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Job Specification:

	Essential	Desirable
Qualifications & Experience	Experience organising rotas, timetables or complex schedules Experience of working with a wide range of stakeholders	Experience working in a secondary school or similar fast-paced environment Experience of using a school MIS system Experience leading a team
Skills & Knowledge	Strong organisational and time management skills Ability to work under pressure and respond quickly to change Excellent communication skills Problem-solving and decision-making ability Strong IT skills Understanding of safeguarding responsibilities	Knowledge of school timetabling and cover processes Budget awareness

Personal Attributes	Calm, resilient and solutions-focused Proactive and highly organised Professional and approachable Flexible and adaptable Able to maintain confidentiality	
Leadership & Management	Ability to lead, motivate and support a team Commitment to high standards and continuous improvement	

Signed :

Date :