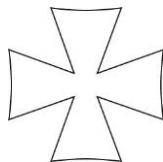


KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

JOB DESCRIPTION COVER MANAGER

Job Title: Cover Manager	Start Date: September 2026
Reports to: Deputy Head	Hours*: Mon-Fri 8.00am – 1.15pm 26.25 hours per week, term-time only)
Contract: Permanent	Salary: NJC Scale Points 11 to 14 Pro Rata: £14,442-£15,159 p/a FTE £28,142 - £29,540
Purpose of Job: To arrange and provide cover for teaching staff and to manage room bookings.	
<i>* There may also be opportunities to work additional paid hours as a Cover Supervisor at £15.91/per hour from 2.15pm -3.45pm depending on requirements</i>	
<u>Roles and Responsibilities</u>	
Cover Supervision	
<ul style="list-style-type: none">• Liaising with teaching colleagues concerning cover requirements for planned and unplanned absences• Reporting staff absences daily to SLT• Liaison with Headmaster concerning exceptional cover requests• Liaising with Educational Visits Coordinator concerning trip staffing requirements• Liaising with the Examinations Manager regarding cover necessary for internal and external examinations• Arranging lesson cover through mobilising cover supervisors or teaching staff, using SIMS Cover and publishing cover arrangements daily• Liaising with cover supervisors to ensure adequate staffing• Arranging and publishing relevant room changes• Arranging and publishing cover each day• Undertaking cover supervision when required	
Private Study Supervision	
<ul style="list-style-type: none">• Liaising with Deputy Headmaster concerning Private Study requirements• Liaising with Private Study supervisors to ensure adequate staffing• Arranging and publishing a supervision rota each term	
Room Bookings	
<ul style="list-style-type: none">• Manage room bookings for the various meeting rooms and space around School• Liaising with Office Manager concerning the School Calendar and Weekly Bulletin• Liaising with the Examinations Manager to arrange rooming for internal and external examinations.	

**Parents' Evenings**

- Setting up the Parents' Booking System in advance based on the allocations devised by Heads of Department
- Liaising with parents regarding any booking enquiries
- Coordinating set up for the in-person Parents' Evenings, including liaison with the Estates Manager

Operations

- Assisting the Governance and Data Manager with the production and distribution of Reports
- Assisting the Governance and Data Manager with the filing Individual IST Report Reply Slips
- Assisting the Examinations Officer with the entry of examination data onto SIMS
- Any other duties which may reasonably be required.

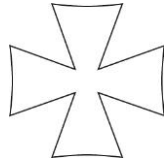
Person Specification**Professional Attributes:**

- Experience of working with databases (ideally SIMS)
- A high degree of competence in ICT
- An ability to:
 - communicate effectively with a range of audiences
 - work to deadlines
 - listen, reflect and have the capacity to be flexible
- A determination to build professional relationships and work sensitively with all colleagues, students, parents, Governors and outside agencies
- A willingness to promote the School's ethos.

Personal Qualities:

- A positive and enthusiastic outlook
- Excellent communication, organisational and inter-personal skills
- Self-reliance and self-confidence
- Self-awareness
- Integrity
- An attention to detail
- A well-developed sense of proportion and humour
- Resilience and stamina to cope with the demands of the job.

King Edward VI School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.



Applicants must undergo child protection screening, including checks with past employers and DBS and barred list checks. Online checks will be completed for all shortlisted applicants.