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# SMITHILLS SCHOOL

## SUCCESS FOR ALL

Cover Manager  
Candidate Information



### OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Cover Manager. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

September 2023, two weeks into my headship, the school was judged as requires improvement for Quality of Education and Leadership and Management, but good for Personal Development and Behaviour and Attitudes. Ofsted commented 'pupils are warmly welcomed and quickly settle into school life,' we have 'high aspirations for pupils' achievement' and 'staff feel happy and proud to work' at the school. They remarked that we are on the right track with the changes we are making, we simply need more time to implement and embed them.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse  
Headteacher



## Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community, and we are proud of that.

**'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff.'**

OFSTED  
September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or [c.shaw@smithillsschool.net](mailto:c.shaw@smithillsschool.net) to arrange an appointment. A member of SLT will be only too happy to show you around.

**Closing date for applications: Friday 10<sup>th</sup> May 2024 at 9.00am**

**Interview date: W/C 20<sup>th</sup> May 2024**



SMITHILLS SCHOOL  
SUCCESS FOR ALL

## Cover Manager

**Salary: Grade F £28,770 - £32,076 Per Annum PRO RATA**

**Actual salary approx £22,958 – £25,596.**

**35hrs per week term time only plus 2 days ( September)**

**7.00am -2.30pm ( ½ hour unpaid lunch break)**

**Permanent Position**

**Responsible to:** Business Manager

**Responsible for:** Cover Supervisors

## Job Description

### Main Purpose

To be responsible for staff cover arrangements (including the monitoring of all staff absence ) and rooming for the school.

To co-ordinate and provide an accurate and quality transactional and administration support service for the school.

### Responsibilities

- To be the first point of contact for staff reporting absences.
- To liaise with external supply staff agencies to co-ordinate external supply.
- Manage and monitor a large supply/cover budget, minimising cost yet maintaining appropriate cover and standards of teaching within school.
- To be the first point of contact for external supply staff arriving on school premises.
- To carry out a brief induction with supply staff to ensure pupil behaviour procedures, codes of conduct and relevant safeguarding procedures are adhered to. Allocate their timetables and ensure they have access to the relevant cover work.
- Investigate long term cover possibilities via agencies.
- To deploy “in house” cover supervisors on a daily basis.
- To respond to unplanned absences during the day by deploying cover supervisors/supply staff/internal teaching staff with un-timetabled sessions as appropriate.
- To ensure that a member of the Senior Management Team (SLT) is able to respond to unplanned absences on a daily basis by providing relevant information.
- Daily Production and publication of all arrangements for room changes.
- To keep a diary of and monitor planned staff absences (approved by SLT).
- Record and Maintain all absence / training records via the management information systems.
- Organise room changes as and when required.
- Create alternative timetables for school events.
- Liaise with SLT to plan events/update the whole school calendar ensuring there are no clashes of staffing, rooming, resources and there is minimal impact on pupils.
- Be a point of contact for organising school events to minimise cover and disruption to school and staff.
- Monitor and check agency invoices and authorise payment.
- Liaise with the HR Officer ensuring safer recruitment processes have been complied with for cover/supply staff
- To cover lessons and invigilate exams if and when required.



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- Maintain sickness absence records to identify any patterns or trends, escalating these in line with absence policy.
- Report on absence issues to SLT as appropriate.
- Prepare information and conduct Return to Work interviews for all staff and where required devise attendance plans and organise medical referrals.
- Process fit notes and prepare the monthly payroll submission for approval by the Business Manager.
- Produce monthly absence reports from the management information system and identify absence triggers, arranging absence review paperwork and meeting with the Business Manager in line with the schools absence policy as appropriate.

### **Line Management**

- Line management responsibility of cover staff.
- Liaise between managers/ teaching staff and support staff.
- Hold regular team meetings with cover support staff.
- Be responsible for the induction/appraisal/training/mentoring of cover staff.

### **Support Organisational Management**

- Take a lead role on the development of office systems and processes to improve efficiency and effectiveness of current practice.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Operate relevant equipment/complex ICT packages.
- Provide personal administrative and organisation support to other staff.
- Support the work of the team and provide reception cover where required to maintain service levels.
- To ensure that members of the team are fully informed of all relevant issues and, in particular, to advise colleagues promptly of matters which will affect them directly.
- To attend relevant meetings as appropriate.
- To provide support for members of the team in situations where problems occur and to see further assistance or advice as necessary, directly from the Line Manager or from appropriate members of SLT.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the day.
- Provide assistance to SLT with pupil lunchtime duty.

### **School Culture**

- To support the school's vision and values by contributing to the development and implementation of policies, practices and procedures.
- To help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be alert and active on issues relating to pupil welfare and child protection.
- To support and work in collaboration with colleagues and other professionals in and beyond the school.



## **Other Areas of Responsibility**

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### **General**

- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with GDPR and the School's Equal Opportunities Policy.
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.**

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



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## Person Specification

**METHOD OF ASSESSMENT: A = Application Form, I = Interview**

CRITERIA	QUALITIES	MEASURED BY
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• GCSE or equivalent level, including at least a Grade C in English and maths.</li><li>• NVQ level 3 Business and Administration or equivalent qualification or experience in a relevant discipline.</li><li>• Safer recruitment training.</li></ul>	A
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of development, management and operation of administrative systems.</li><li>• Previous line management responsibility.</li><li>• Experience of operating cover processes within a school or academy.</li></ul>	A
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Very good numeracy/literacy skills.</li><li>• Effective use of ICT and other specialist equipment/resources.</li><li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li><li>• Knowledge of HR procedures and processes.</li><li>• Ability to relate well to children and adults.</li><li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li><li>• Good organising, planning and prioritising skills.</li><li>• Good interpersonal skills.</li><li>• Ability to communicate clearly and concisely.</li><li>• Ability to direct others, leading and advising them to ensure work outcomes are achieved</li></ul>	A/I



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<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Customer focused.</li><li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li><li>• Open, honest and an active listener.</li><li>• Takes responsibility and accountability.</li><li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li><li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li><li>• Is committed to the provision and improvement of quality service provision.</li><li>• Is adaptable to change/embraces and welcomes change.</li><li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li><li>• Communicates effectively.</li><li>• Has the ability to learn from experiences and challenges.</li></ul>	A/I
	<ul style="list-style-type: none"><li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges.</li></ul>	

### Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse  
Headteacher