



The
Chalfonts
Community
College

Success is an Attitude!



RECRUITMENT PACK

School Cover Manager

Starting Date: Candidate Specific / ASAP
Location: Chalfont St Peter, Buckinghamshire,
SL9 8TP

PRINCIPAL'S WELCOME



On behalf of students and staff, I would like to welcome you to The Chalfonts Community College. I am proud to be the Principal of this school where students of all abilities are welcomed, and we seek the best from every student. We work hard to inspire students to love learning and all we do is linked to this. At our core are lessons that inspire students and allow students to discover that they are capable of more than even they themselves thought possible.

As a larger-than-average school, we have a wide range of both curricular and extracurricular opportunities for students of all ages. The quality of teaching and breadth of our curriculum ensures that our students continue to perform successfully in public examinations.

The Chalfonts Community College is a vibrant and warm community where students are well-supported to fulfil their potential and leave school successfully prepared for their next steps. We have high expectations of everyone within our community and all students are expected to work hard and behave in an exemplary fashion.

The Chalfonts Community College makes a difference to young people and we very much look forward to welcoming you to the school and to joining our team.

Caroline Whitehead

BA (Hons), Med, NPQH



OUR SENIOR LEADERSHIP TEAM



**CAROLINE
WHITEHEAD**
Principal



**GRANT
WOLPERT**
Finance & Operations



**JOANNA
WEIR**
Vice Principal



**SARAH
JONES**
Vice Principal



**JAMIE
HOWARD**
Assistant Principal



**AMANDA
IRVINE**
Assistant Principal



**IMRAN
VAHORA**
Assistant Principal



**MORAG
WALL**
Assistant Principal



WHY WORK AT THE CHALFONTS COMMUNITY COLLEGE?



Friendly & supportive staff community.



Ample car parking on site and use of the school gym on-site.



A referral bonus for recommending a colleague.



Two-Week October half-term break.



A commitment to workload reduction across the school.



Social activities offered on a regular basis for staff to enjoy.



24/7 Employee Assistance Programme offering support for challenges at home and work.



Family-friendly staff policies that focus on a Work/Life Balance.



Teacher Pension Scheme / Government Pension Schemes



Minimal data collections (max. of 2 p/year group in a year).



Well resourced IT infrastructure and laptops for all staff.



High potential for Career Progression & CPD opportunities.



OUR VISION & VALUES AT THE CHALFONTS COMMUNITY COLLEGE

Our school's motto is **Success is an Attitude**; this describes our belief in a growth mindset and commitment to the success of each individual student.

OUR VISION

Our whole school vision is of a happy, successful, and aspirational community, both today and tomorrow.

OUR CORE BELIEFS AND VALUES

We are guided by the values of **Commitment, Conscientiousness, Courtesy, and Community-minded**.



COMMITMENT

Striving to do the best that you can do! Demonstrating resilience, grit and determination.



CONSCIENTIOUS

Taking pride in your uniform, school and community. Demonstrating self-reflection & obligation.



COURTEOUS

Treating others the way you would like to be treated. Demonstrating respect and consideration.



COMMUNITY-MINDED

Taking into consideration those that share in this community. Demonstrating collaboration & compassion.



JOB DESCRIPTION

SCHOOL COVER MANAGER

JOB DETAILS

Salary:	£33,000.00 p/annum (FTE) £27,739.00 p/annum (Actual)
Hours:	Full Time 37.5 hours p/week Term Time Only
Contract type:	Permanent
Responsible for:	Cover Supervisors
Reporting to:	Director of Finance and Operations
Closing Date:	06 February 2026

JOB BRIEF

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.

Our Cover Manager will provide effective and efficient arrangements for cover across the school. They will complete administration for cover and liaise with external agencies, SLT and teaching staff. They will lead the Cover Supervisors within the school to ensure they provide a high-quality service and be responsible for providing cover when required. The postholder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The Cover Manager is responsible to the Director of Finance and Operations. The Cover Manager will ensure that all classes have an appropriate teacher and support in the management of teaching cover for sickness, courses, meetings, school trips, visits, etc. The Cover Manager will use the MIS system (Arbor) and maintain an up-to-date forward planning diary. An understanding of Arbor is an advantage; however, training is provided on how to use this system to ensure the effective understanding.

The Cover Manager leads the team of Cover Supervisors who supervise lessons during the short-term absence of teachers and who are at times asked to undertake administrative tasks in departments. The Cover Manager will also act as a Cover Supervisor and cover lessons as part of the role when required.



JOB DESCRIPTION

SCHOOL COVER MANAGER

DUTIES & RESPONSIBILITIES

COVER MANAGER RESPONSIBILITIES

- Monitor the cover absence line and emails each morning from 7.15 a.m.
- Liaise with the SLT and/or the Principal regarding long-term absence and planned trips/courses/medical appointments, etc.
- Create the daily rota for cover within the school.
- Printing cover sheets for external supply.
- Emailing cover work to the internal cover team.
- Coordinating cover for the reset room and on-call where required.
- Meet & Greet Cover Supervisors/Daily Supply Teachers and provide a daily timetable, handbook, and information on work.
- Support Cover Supervisors with queries and liaise with external agencies.
- Keep abreast of changes to Arbor and school curriculum to ensure efficient service is provided.
- Participate in training and other learning activities, as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, and report all concerns to an appropriate person.
- Participate in regular line lead meetings and be a performance management team leader for Cover Supervisors.
- Ensuring that all classes always have an appropriate teacher or support in the classroom so students are never left unattended and timetabled to an appropriate room.
- Communicating with teachers the requirements of cover lessons regarding lesson plans and seating plans and providing feedback and guidance where required.
- Creating and updating the Cover Teachers' Information guide for all internal and external cover.
- Recruiting external supply for long term absence for subject areas and liaising with subject heads.
- Building partnerships with external supply companies and ensuring that we have preferential rates and priority booking of staff with maximum flexibility.
- Approval of external agency invoices and timesheets.
- Collating supply claim forms for teachers that have covered lessons where they have been on or over allocation.
- Re-rooming rooms where required, including during exam seasons.
- Communicating room changes on a daily basis.
- Actioning room requests.
- Recording of daily absences and communicating this to SLT.
- Producing reports for SLT on cover as required.

JOB DESCRIPTION

SCHOOL COVER MANAGER

COVERING LESSONS

- Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies.
- Manage students' behaviour within the Behaviour for Learning policy of the school.
- Complete registers within timeframes specified.
- Set high expectations of conduct whilst acting as a role model.
- Respond to students' queries on procedures, while keeping students on task.
- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of the students.
- Collect and pass on completed student work.
- Maintain and pass on any appropriate records, as agreed beforehand with the teacher.
- Deliver tutor session and/or supervise during assemblies, after taking an accurate register
- Support the use of ICT within the lesson as appropriate.
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources.
- Accompany groups of students on school trips as required, ensuring their health and safety (to be at the discretion of the lead teacher).
- Be aware of and support educational needs to ensure all students have equal access to opportunities to learn and develop.
- Cover duties including break, lunch, before and after school as required.

HOURS OF WORK

Paid Weeks per year:	39
Working weeks:	Term Time Only
Hours per week:	37.5 hours
Normal Working Pattern:	Monday – Friday from 07:15 to 15:15
Paid Breaks:	30 minutes unpaid lunch
Holidays:	Holiday pay entitlement is included in the pro rata salary for the post, and there is no entitlement to take holidays during term time.

JOB DESCRIPTION

SCHOOL COVER MANAGER

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the School and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none">• A good level of literacy and numeracy;• Strong grasp of IT Systems• Be educated to at least A-Level (or equivalent) standard;	<ul style="list-style-type: none">• Previous experience as a Cover Supervisor;• A degree level qualification, or equivalent, would also be an advantage; however, candidates with relevant experience should not be discouraged from applying.• Training / awareness of child protection and safeguarding procedures.
Knowledge and Skills	<ul style="list-style-type: none">• Have the personality and presence required to carry out required duties effectively;• Strong organisation skills and the ability to work under pressure to support colleagues and the smooth running of the school;• Have a good rapport with young people and be able to act as a positive role model to them;• Be supportive of the particular ethos and expectations of The Chalfonts Community College• Be flexible and creative in approach	<ul style="list-style-type: none">• The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;• Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;• Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.
Personal Qualities	<ul style="list-style-type: none">• Team player• Ability to organise and prioritise own workload• Work under pressure and to tight deadlines• Ability to build and sustain professional standards, relationships and personal boundaries with young people and other stakeholders.• Emotional maturity and resilience in dealing with challenging behaviours• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students• Flexible• Meticulously accurate• Integrity and honesty• Commitment to self-development• Warmth and a sense of humour• Evidence of the stamina required to cope with the demands of the post.	

HOW TO APPLY & THE INTERVIEW PROCESS

HOW TO APPLY

To apply for this post, please complete an application form in full via our [TES.com recruitment page](#) under the relevant vacancy. Please also ensure that you prepare a letter of application in which you outline why you would be the best candidate for this post – not exceeding more than two A4 pages and add this to the supporting statement on your TES application.

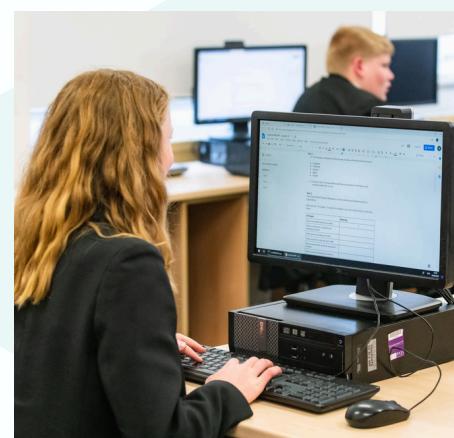
Application forms can also be downloaded from the [Job Vacancies](#) section on our website should you prefer to apply via email. Once completed, please send your completed application form, letter of application and CV to Ms Sharon Green at recruitment@chalfonts.org.

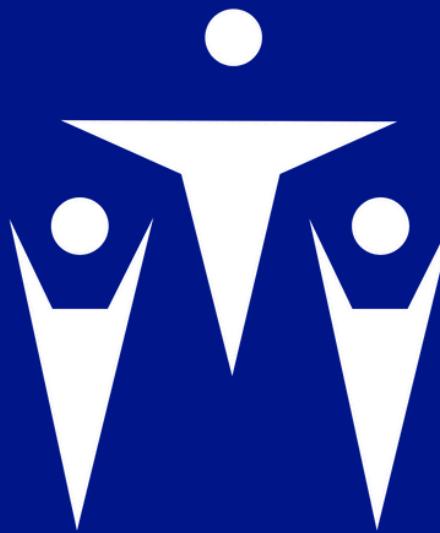
INTERVIEW

Shortlisted candidates will be invited to interview for the post via email. Upon agreeing to interview for the position, candidates will receive a detailed schedule and expectations for the interview.

The Chalfonts Community College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.

Please note that The Chalfonts Community College is not a registered UK Visa Sponsorship institution and therefore cannot accept/sponsor applicants that require sponsorship for Visa Requirements.





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