



## Cover Co-ordinator

**Closing Date : Monday 30<sup>th</sup> March (noon)**

<b>Hours</b>	<b>25 hours per week : 7:00 am – 12:00 noon Monday to Friday for 39 weeks per year (term time)</b>
<b>Contract</b>	<b>Permanent</b>
<b>Salary</b>	<b>Grade 4 – Scale Points 7 : 12 : £26,403 - £28,142 pro rata Actual Salary £15,344 – £16,322 with no previous service</b>
<b>Start Date</b>	<b>Required as soon as possible</b>

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. At the last OFSTED inspection in October 2023 the school remained Good. As a wholly inclusive school community we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

The school wishes to appoint a talented individual to organise the cover system effectively and support line managers by coordinating administration of the sickness absence policy. The successful candidate will also be responsible for working with trip organisers to ensure all administrative tasks are completed.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

We are committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

A Catholic Education Service application form, supplementary forms and further details are available on the school website: [www.allsaints.sheffield.sch.uk/vacancies](http://www.allsaints.sheffield.sch.uk/vacancies)  
Applications on any other form and CVs will not be considered.

Please return your application form, consent to obtain references form and recruitment monitoring form (optional) to Miss C Herridge, PA to the Headteacher, by email to : [c.herridge@allsaints.sheffield.sch.uk](mailto:c.herridge@allsaints.sheffield.sch.uk)

## Job Description

### All Saints Catholic High School

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<b>Title of Post</b>	Cover Co-ordinator
<b>Responsible To</b>	Member of Leadership Team
<b>Grade</b>	Grade 4 – Scale Points 7 : 12 pro rata
<b>Hours</b>	25 hours per week. 7am – 12 noon. 39 weeks of the year
<b>Contract</b>	Permanent

#### Purpose of the Role

- To ensure that the cover system in school works efficiently and in a cost effective way
- To ensure that the school management has accurate data on staff attendance and that absences are recorded according to school policy

#### Key Tasks to Achieve Outcomes

- To record all staff absence and obtain appropriate absence documentation as required
- To implement the staff cover system
- To buy in supply staff as appropriate
- To provide information for Return to Work interviews
- To monitor returns from Return to Work interviews
- To produce absence statistics monthly and annually for the school leadership and for payroll purposes
- Patterns of absence are identified and the member of the Leadership Team is alerted to these
- To manage a cover budget
- To record staff CPD

#### Indicators of Performance

- All lessons are covered appropriately
- The spending on Cover is managed within budget
- Accurate records of absence are available for school and external purposes

The member of the Leadership Team will evaluate the performance by:

- Analysing the Cover statistics
- Analysing the Cover budget
- Analysing the quality of record keeping

## Person Specification All Saints Catholic High School

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<b>Title of Post</b>	Cover Co-ordinator
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### Training and Qualifications

Criteria	Evidence
English, Mathematics and ICT skills at level 2	A
Excellent communication and interpersonal skills	A I R

### Faith Commitment / Understanding

Criteria	Evidence
Commitment to the ethos and development of the Catholic school	A I R

### Professional Competencies

Criteria	Evidence
Experience of working to high standards	A I R
Participation in work with young people	A I R

### Personal Skills and Abilities

Criteria	Evidence
Communication	A I R
Working with others	A I R
Ability to work to high standards	A I R
Think creatively to anticipate and solve problems	I R
Ability to work under pressure in a busy office environment	A I R

### Professional Knowledge and Understanding

Criteria	Evidence
Working in an office environment	A I R
Working to time-based schedules	A I R

Key	
A	Application Form
I	Interview
R	Reference