

## **Cover Manager/Office Clerk (dual role)**

St Augustine of Canterbury Catholic Academy is a successful and popular school built on our core values of aspiration, belief and compassion underpinned by our mission statement of “in faith we grow”. We have high expectations for all pupils and we believe all pupils have the right to a world class Catholic education. The Academy is part of the hugely successful St Joseph Multi Academy Trust – a family of school across primary and secondary phases within the Liverpool Archdiocese. Joining our trust will ensure that you are valued and have access to high quality training and CPD.

The Governors of St Augustine of Canterbury Catholic Academy wish to appoint an effective and reliable individual whose qualities include clear communication, quick decision making, multitasking skills, attention to detail and ability to manage scheduling of cover supervisors and external supply staff, along with forward planning.

Our Cover Manager / Office Clerk Dual role is key in our administrative function. They will provide effective and efficient arrangements for Cover across the school prior to the start of the school day and support the Office with day to day Office tasks.

They will complete administration for cover liaising with external agencies, SLT, Head Teacher’s PA, and teaching staff as well as being a key part of the office team.

The post holder will guide the Cover Supervisors within school to ensure they provide a high-quality service and be responsible for providing cover during the short-term absence of teachers when required.

As Cover Manager they 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) as well as the HR system for recording absences effectively (SAMPeople) and maintain an up-to-date forward looking diary. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

An understanding of Arbor is an advantage, however training is provided on how to use this system to ensure effective understanding.

As Office Clerk they will play a key role of the day to day administrative function and be a welcoming face on the reception to visitors, parents and students.

The post-holder will participate in the Academy’s programme of Continuing Professional Development, including being trained in Emergency First Aid at Work every three years, to support the students when sent to the Office for First Aid and on rota when called upon.

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement even further
- A caring and supportive working environment within a vibrant school community
- A range of employee benefits through VIVUP, Employee Assistance Programme.

You are strongly advised to visit our website for further information about our school:

<https://staug.org.uk>

Trust website: <https://www.stjosephmat.org.uk>

Closing date for the receipt of completed applications: 5<sup>th</sup> May 2026 at noon.

*We are committed to safeguarding and promoting the welfare of our students. All staff and volunteers are expected to share this commitment. The successful applicant will be required to undertake appropriate pre-employment checks which will include references from previous employers, confirmation of the right to work in the UK and relevant DBS and prohibition checks.*

### **Job Description:**

#### **Cover Manager/Office Administration (dual role)**

Proposed date for assessments/interviews: **tbc**

Line Manager: Assistant Head Teacher, Curriculum / Office Supervisor

Responsible to: Assistant Head Teacher / School Business Manager

Salary Range: NJC SCP 7-11 £26,403 -£28,142. 37 hours per week, Term Time Only.

Actual salary prorata £22,077 - £23,531 Start date: 4th September 2026

#### **Specific Responsibilities - Cover Manager**

- Monitor the cover absence line and emails each morning from 7.30am;
- Record the absence and reason on the HR system, for all staff absences and ensure MIS links to timetabling.
- Update return dates on HR system and liaise with Heads PA for completion of Return to Work documentation.
- Liaise with the SLT/Head Teacher regarding long term absence and planned trips/course/medical appointments etc.
- Create the daily rota for cover within the school utilising cover supervisors and external agencies within the Trust guidelines;
- Meet & Greet Daily Supply Teachers and provide daily timetable, handbook and information on work;
- Support Cover Supervisors with queries and liaise with external agencies as their main point of contact at school.
- Review and organise the Leave of Absence forms from all staff and document on the system and diary, once approval process is complete
- Keep abreast of changes to Arbor and school curriculum to ensure efficient service is provided;
- Participate in training days 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, reporting all concerns to an appropriate person;

#### **Specific Responsibilities - Office Clerk:**

- Supporting the office team with the rota including Reprographics and supervising the front of school reception desk, being a welcoming face.

- Being on hand at the student window for supporting our young people.
- Answer and transfer telephone calls and take messages
- Review and distribute incoming mail and send outgoing post.
- Provide general school information to staff, parents and stakeholders as appropriate
- Supporting administrative tasks such as data entry, maintaining files, organising documents and ensuring accurate records are kept.
- Procuring and replenishing stocks and stationery.

*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.*