Ladybridge High School
Job Description

Job Details	
Job Title	HR & Cover Manager
Grade	Grade F SCP 17 - 23
Primary Purpose of Job	To efficiently and effectively manage the cover of classes when the teacher is absent To arrange and co-ordinate the cover arrangements in school To be responsible for HR administration
Responsible to	School Business Manager
Responsible for	Directing the work of the Cover Supervisors and agency supply staff
Principal Responsibilities	To be responsible for the planning of cover procedures To provide HR administration to the school with regard to absences, recruitment and staff changes

Main Duties	
1.	To regularly check and update the Single Central Record for all employees, casual staff and volunteers and ensure safer recruitment procedures are followed
2.	To maintain the staff database on SIMS and the staff signing in system
3.	To assist with the recruitment process by advertising jobs, acknowledging applications, requesting references and contacting candidates
4.	To assist with the arrangements for interview days to facilitate the smooth running of the day including refreshments, tour of the school, tasks, learner panel and general hosting of candidates.
5.	To complete HR paperwork for new starters, leavers and staffing amendments as requested by the School Business Manager or Headteacher
6.	To maintain staff HR files
7.	To keep a record of all staff training
8.	To monitor the staff absence line and ensure cover is provided for absent teachers
9.	To effectively deploy teachers, cover supervisors and casual staff taking account of their specialisms and skills
10.	To source additional cover from supply agencies ensuring references, DBS and all clearances are in place
11.	To negotiate prices with supply agencies to achieve best value whilst ensuring quality cover staff with subject specific knowledge
12.	To ensure that agency staff are informed on arrival about school policies around behaviour, safety and expectations and are provide with an induction from SLT

Main Duties	
13.	To ensure that cover staff are provided with a timetable showing lessons they are covering and are able to access the school IT network
14.	To liaise with subject leaders to ensure that cover work is set and is easily accessible for cover staff
15.	To maintain and update the electronic cover system
16.	To inform SLT and key staff about absences every morning and record on SIMS
17.	To take part in the recruitment and selection of cover supervisors and their induction
18.	To effectively deploy cover supervisors to support in other areas of the school when not needed for cover
19.	To record sickness and other absences on the SIMS system and complete absence returns for the LA
20.	To provide statistical returns regarding staff absence and cover to SLT and governors when required
21.	To issue PU29 forms and ensure they are completed correctly and on time
22.	To ensure fit notes are received when due and are sent to the LA
23.	To run absence reports on a regular basis to inform the School Business Manager when staff have hit a trigger under the Managing Sickness Absence Framework.
24.	To run weekly reports on the staff signing in system and check for any anomalies
25.	To assist with the completion of the School Workforce Census

Other responsibilities	
26.	To develop and maintain working relationships with other colleagues
27.	To provide information and advice to staff relating to HR
28.	To regularly check the Bolton Council Extranet for new policies and information in terms of HR
29.	To assist with the completion and submissions of complex forms for the LA and outside agencies
30.	To attend and participate in relevant HR meetings taking minutes when required
31.	Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
32.	To contribute to the development and implementation of the overall ethos, work and aims of the school
33.	To develop constructive relationships and good communications with outside agencies and other professionals
34.	To take a lead in organisation and participation in regular meetings

Other responsibilities	
35.	Recognise own strengths and areas of expertise and use to advise and support others
36.	Set a good example in terms of personal presentation, attendance and punctuality
37.	Provide back up support for other members of the team as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

Version Control	
Job Description updated by:	Gaynor Chesterfield
Job Description updated:	November 2020

Ladybridge High School
Person Specification

Job Details	
Job Title	HR & Cover Manager
Grade	Grade F SCP 17-23

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Advanced IT skills including Office 365.	Application Form / Interview
2.	Experience of SIMS.net and the cover module.	Application Form / Interview
3.	Strong communication skills.	Application Form / Interview
4.	Ability to work effectively with a wide range of people internally and externally.	Application Form / Interview
5.	Knowledge and understanding of how to direct the work of other adults to support learning	Application Form / Interview
6.	Ability to work under pressure to meet deadlines.	Application Form / Interview
7.	Excellent organisation skills.	Application Form / Interview
8.	Ability to analyse and interpret information and identify key messages and solutions.	Application Form / Interview
9.	Ability to present information clearly and concisely to a range of audiences.	Application Form / Interview
10.	Ability to work effectively as part of a team, supporting colleagues and professionals from external agencies	Application Form / Interview
11.	Excellent numeracy and literacy skills.	Application Form / Interview
12.	Knowledge of the principles of cover management	Application Form / Interview
13.	Ability to relate positively to young people.	Application Form / Interview
14.	Ability to organise, lead and motivate others.	Application Form / Interview
15.	Working knowledge of relevant HR policies, codes of practice and legislation.	Application Form / Interview
16.	Excellent numeracy and literacy skills	Application Form / Interview
17.	Knowledge of safeguarding and safer recruitment principles.	Application Form / Interview

Skills and Knowledge		Method of Assessment
18.	Ability to deal with personal and confidential information sensitively and with discretion	Application Form / Interview
19.	**Competencies** Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Experience of working with electronic and paper-based data collection and storage systems	Application Form / Interview
2.	Experience of analysing, interpreting and presenting data and information.	Application Form / Interview
3.	Holder of GCSE Maths and English qualification grades A-C or 9-4 or the equivalent.	Application Form / Certificate
4.	Willingness to engage in relevant training and development opportunities.	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	To attend staff training days and relevant out of hours meetings and events.	Interview
2.	Flexible approach to working hours.	
3.	High expectations of all learners; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	Application Form / Interview
4.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	Application Form / Interview
5.	Good role model presenting a smart appearance with high levels of attendance and punctuality	Application Form / Interview

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Skills and Knowledge		Method of Assessment
1.	Previous experience of a similar role in an educational establishment	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	NVQ Level 3 or HR qualification	Certificate

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others
Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies
Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity
Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care
The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety
Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality
Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty
Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours
The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding
This School is committed to safeguarding and promoting the welfare of children, learners and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.