



## Ribston Hall High School

### **Post Title: Cover Manager/Supervisor**

Grade: NJC SCP 21-25 £33,143 to £36,363, pro-rata £28,444 to £31,207 per annum

Hours: 37 hours per week, term time only plus INSET (FTE 0.8582)

7.00am to 3.30pm daily

Contract: Permanent

Closing Date: Sunday 31 May 2026

Interview Date: Week commencing Monday 8 June 2026

Start Date: ASAP

An exciting opportunity has arisen to join the friendly team at Ribston Hall High School as Cover Manager.

As cover needs arise, both planned and unplanned, the Cover Manager is responsible for planning and organising appropriate cover arrangements, utilising internal and external resources, to ensure the continuity of lessons during periods of Teacher absence.

You will be responsible to arranging cover for planned absences and unplanned absences, notification of which will be received via a dedicated phone line, each morning from 7.00am. You will also oversee the student study centre, during periods of teacher absence and be responsible for re-allocating rooms when required. All lessons/cover work will be pre-set, in advance by the Teachers.

With line management responsibility of the two cover supervisors who work in a job share capacity. You will also manage the team of casual Relief Cover Supervisors and supply teachers as required.

The successful candidate will enjoy working with young people and be able to demonstrate a positive outlook and enthusiasm in supporting the students during periods of teacher absence, to develop a focussed and productive working environment. You will be well organised, adaptable and resourceful, with the ability to engage with the students and maintain classroom behaviour. With excellent IT and administrative skills, experience of working in a school is desirable although not essential, as other relevant experience will be considered.

To apply, please visit [www.ribstonhall.gloucs.sch.uk/vacancies](http://www.ribstonhall.gloucs.sch.uk/vacancies) and submit your completed application form via the website, together with a covering letter (maximum of two sides of A4) which outlines your experience and suitability for the role (CVs will not be accepted).

Visits to the school are welcomed. To arrange a visit please contact the Deputy Headteacher on [cpe@ribstonhall.gloucs.sch.uk](mailto:cpe@ribstonhall.gloucs.sch.uk) or telephone 01452 382249.

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young People and expects all staff to share this commitment. An enhanced DBS check will be required.