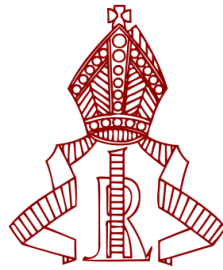


Bishop Luffa School

Cover Manager Information Booklet





Bishop Luffa School

Dear potential candidate,

Thank you for your interest in the role of Cover Manager at Bishop Luffa School.

Bishop Luffa School was founded in the 1960s to provide children with an education underpinned by Christian values. The school gave hope to families who did not believe that you could leave your faith at the door. It also took in children who had failed to get into grammar schools and felt let down by the education system. We still share that same aim to include everyone in everything we do.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore new experiences by studying different subjects and trying different sports and hobbies. We want our students to forge an identity of their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

Bishop Luffa School is part of a Multi Academy Trust, the Bishop Luffa Learning Partnership. This was established in October 2020 and consists of Bishop Luffa School, Rumboldswyke Primary School, Lavant Primary School, Fishbourne Primary School, West Dean CofE Primary School, and Nyewood Infants School. All of the schools have a similar ethos and are committed to maintaining strong links.

If you would like to come and visit the school before applying, please do not hesitate to contact Nicky Christopher, Head Teacher's PA (headspa@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- Inspire all students to be ambitious about their futures
- Encourage and develop leadership amongst students and staff
- Develop Partnerships within, and beyond, the school
- Foster engagement in personal and spiritual development
- Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1654 students including 426 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.

Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly.



We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

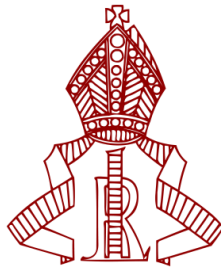
We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which

is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Cover Manager

Grade 6

£28,153 - £29,542 pro rata (Actual Salary £24,063 - £25,224)

37 hours per week

Monday to Thursday: 6.30am—2.30pm

Friday: 6.30am—2.00pm

Term-Time only plus 5 INSET days

Bishop Luffa School are looking to appoint a Cover Manager. The ideal candidate would be a good communicator, be able to work under pressure, have sound organisational skills with the ability to prioritise workload, and be able to work on their own initiative and as part of a team.

If you have any questions about the role, prior to application, please do not hesitate to contact the school at headspa@bishopluffa.org.uk

The post requires excellent communication skills, a good general educational background and the ability to work in partnership with all stakeholders.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications: **Thursday 5th November 2026**
Interviews w/c **9th November 2026**

Bishop Luffa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a DBS check. As part of due diligence checks, an online search may be carried out on shortlisted candidates (Keeping Children Safe in Education 2026, paragraph 299).

Job Description

Cover Manager

Role

To organise day-to-day cover and ensure that all cover lessons are of a consistently high standard.

Responsible to: Head Teacher

Responsible for: Supply Team

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, and teaching staff. They will leave the Supply Team within school to ensure they provide a high-quality service and be responsible for providing cover when required. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential and sensitive material is handled appropriately and accurately.

Bishop Luffa School wishes to appoint an effective and reliable individual, who is an effective manager and has a good rapport with young people, to join the school.

The Cover Manager is responsible to the Head Teacher. 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 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 Supply Team who supervise lessons during the short-term absence of teachers. The Cover Manager will also act as a Cover supervisor as required.

Strategic

- Ensure a consistently high standard of supervision in the classroom in line with school policies
- Identify problems and plan ahead to solve them
- Monitor the quality of lesson cover work set by teachers

Operational

- Arrange day to day cover including covering the daily act of worship and registration
- Supervise the Supply Team and ensure work left by teachers is available to them
- Liaise with the Exam Officer to support internal assessments and external exams in school
- Liaise with Heads of Faculties on work required in the case of unexpected absence
- Co-ordinate and actively monitor the systems that are in operation for logging absences, both planned and unplanned
- Conduct regular quality assurance of the engagement of the Supply Team with the school processes and procedures
- Day to day supervision of supply teachers as directed by the Assistant Head
- Be prepared to step in to cover lessons when required
- Room booking – book out rooms as requested by teachers, ensuring that any lessons are moved and teachers/students notified of these changes.
- Arrange cover from external agencies ensuring safeguarding checks have been carried out.

Work with the Head Teacher

- Liaise with the Head as first point of call
- Report back on quality of cover work set
- Plan training for cover staff coming into the school
- Plan positively for times of heavy cover

Person Specification

Cover Manager

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS			
A good general education. Minimum of GCSEs Grade 5 or above, or the equivalent, in Maths and English	✓		Application form and interview
Knowledge of/or previous experience of working in a school environment.		✓	Application form and interview
KNOWLEDGE & SKILLS			
Good ICT skills, including Microsoft Word, Excel etc. and the ability to adapt to the use of technology and school systems	✓		Application form & interview, professional references
Strong organisation skills and the ability to work under pressure to support colleagues and the smooth running of the school	✓		Application form & interview, professional references
Proven experience working in a discreet and sensitive manner, with a high level of discretion and confidentiality at all times.	✓		Application form & interview, professional references
Good communication and interpersonal skills, with an ability to build relationships with people at all levels, both internally and externally.	✓		Application form & interview, professional references
Ability to be resourceful and proactive when issues arise.	✓		Application form & interview, professional references
Be flexible, calm and creative in approach	✓		Application form & interview, professional references
Ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.		✓	Application form & interview, professional references
PERSONAL CHARACTERISTICS			
Ability to work under pressure and to tight deadlines.	✓		Application form & interview, professional references
Ability to exhibit tact and diplomacy at all times	✓		Application form & interview, professional references
Dependability and good time keeping	✓		Application form & interview, professional references
Professional attitude and appearance	✓		Application form & interview, professional references
Committed to safeguarding and promoting the welfare of students.	✓		Application form & interview, professional references
A positive and collaborative team player.	✓		Application form & interview, professional references
Support and endorse the school's Christian ethos		✓	Application form & interview

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.