



# Cover Manager

Worthing High School  
Recruitment Pack  
June 2026





# Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education.

We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive.

We look forward to the possibility of welcoming you to our team.

Warm regards

**Pan Panayiotou**

Chief Executive Officer South Downs Education Trust





# About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools.

Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.





# Welcome

Thank you for your interest in joining Worthing High School. As Headteacher, I am proud to lead a vibrant, inclusive and ambitious community where every student is supported to achieve their very best.

At Worthing High School, we believe in high standards, mutual respect and a relentless focus on both academic excellence and personal development. Our dedicated staff team works collaboratively to provide a rich curriculum, a wide range of opportunities beyond the classroom and a culture where wellbeing is valued for both students and colleagues alike.

We are a school rooted in strong values: **Community, Resilience, Integrity, Respect and Excellence** and these principles guide everything we do. We are committed to developing both our students and our staff, offering professional growth, trust and the chance to make a lasting impact.

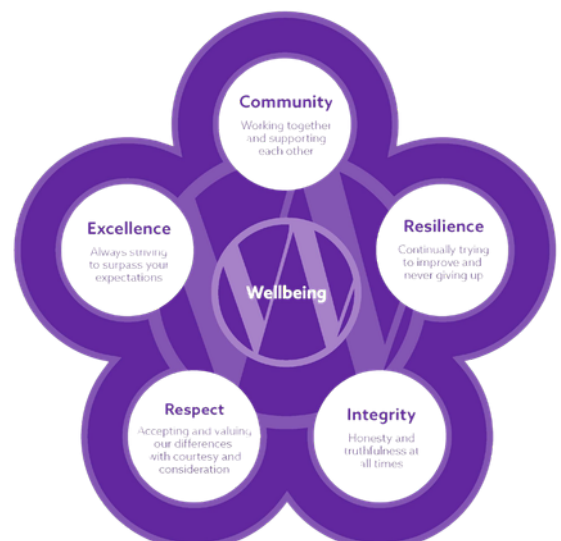
I hope this pack gives you a clear sense of our vision and ethos. We look forward to welcoming talented, motivated professionals who share our commitment to making Worthing High School the very best it can be for every student.

Warm regards

**Adrian Cook**

Headteacher

Worthing High School





## Job description

Job title	<b>Cover Manager</b>
Salary	<b>Grade 6 point 9 - Actual salary: £15,865.11 [£27,254 FTE/Full year]</b>
Location	Worthing High School
Contract	Permanent - Part-time position - 7 am – 12 noon - 25 hours per week - Monday to Friday 39 weeks per year (Term time only)
Accountability	Reports to the SLT line manager

### Role description

To be responsible for, and in liaison with the SLT line manager, ensuring lessons are covered daily due to staff sickness or other absence. Taking calls from staff and recording reasons for absence on the Trust's MIS (SIMS and Every). Managing supply staff logistics within agreed budget limits.

### Qualifications and Experience

- Educated to GCSE Standard (A\*-C) or equivalent, including English and Maths

### Skills, Knowledge and Experience

- Proven organisational and time-management skills
- High level of accuracy and attention to detail
- Ability to work effectively under pressure and meet deadlines
- Ability to manage confidential information appropriately
- Strong IT skills, including Microsoft Office, specifically Google, Outlook, Word and Excel
- Excellent communication and interpersonal skills

For an initial discussion or for further information, please contact Elena Elsam, Director of People on [eelsam@sdetrust.net](mailto:eelsam@sdetrust.net)



## Key Responsibilities

The key responsibilities for the role are detailed below, and in addition the role will include other reasonable duties as determined by the Headteacher.

### 1. Daily Operations

- Operate and manage an organised cover system daily to ensure all lessons for absent teachers and departments are covered. 7am cut off for staff to call in.
- Liaise with Cover Supervisor team, allocating work to the team, and arranging for supply teachers to come in if necessary. Monitor to check completion of tasks.
- Ensure cover work is present in the correct folders and liaise with Heads of Department to resolve any issues.
- Set cover work as necessary.
- Arrange and provide a morning briefing for external supply teachers, including signing them in, ID checks, agreed training, and providing relevant SIMS and IT network access.
- Ensure emergency cover contingency is arranged for non-working hours

### 2. Strategic and Administrative Responsibilities

- Maintain daily dialogue with the Director of People regarding staff absences to ensure accurate reporting and share staff welfare concerns for early intervention and support.
- Organise statutory and paid duties in line with directives from the Deputy Head.
- Organise staff supervision for mock and formal exams.
- Liaise with trip leaders and EVC to ensure staffing, including staff ratio and first aid cover, is within trip regulations.
- Liaise with subject leads for moderation days.
- Manage lunch duty cover and room bookings.
- Process and secure approval for planned absence application forms with the line manager, SLT, and Head Teacher.
- Utilise SIMS and Every systems for managing external staff details (supply) and organising planned absences.
- Review supply costs to maintain them at a minimum.
- Organising Focus days (with SLT lead)

### 3. Team and Relationship Management

- Develop and maintain good relationships with colleagues at all times
- Maintain strict confidentiality at all times regarding staff welfare concerns and other sensitive information



## Person Specification

### Personal Qualities

- Good interpersonal and communication skills
- Proactive and helpful attitude towards staff, students and parents
- Attention to detail and accuracy
- Self-motivated
- Reliable, punctual, and committed to high standards of work.

### Values and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children.
- Commitment to equality, diversity, and inclusion.
- Respect for confidentiality and professional boundaries.
- Alignment with the school's ethos and values.
- Willingness to engage in training and continuous development.
- Commitment to providing excellent service to pupils, families, and other staff.

### What We Offer

- A collaborative and supportive working environment, with access to senior leadership and decision-making processes.
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.
- The chance to work in a DfE Attendance and Behaviour Hub Lead school.



## Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A location on the coast very close to main line railway services and road networks.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.
- Free use of our fitness suite.

## How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at <https://www.worthinghigh.net/join-us/careers>

Completed application forms should be sent to Mr Adrian Cook, Headteacher at Worthing High School at [vacancies@sdetrust.net](mailto:vacancies@sdetrust.net) by **Monday 22 June 2026 at 9 am.**

**Interview dates will be provided to shortlisted candidates.**

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools