



Sir Roger Manwood's School

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Cover Manager

Sir Roger Manwood's School, Sandwich, Kent

Kent Scheme E

Start date: September 2026

Sir Roger Manwood's School is seeking to appoint a Cover Manager at an exciting point in the school's journey.

This is a rare opportunity to work in one of Kent's most respected grammar schools, set within beautiful, tranquil grounds in the historic town of Sandwich.

Why Sir Roger Manwood's?

Founded in 1563, Sir Roger Manwood's School blends centuries of tradition with modern, forward-looking educational thinking. Our guiding principle, "Excellence in All", underpins everything we do – academically, pastorally and professionally.

A truly exceptional setting

Our school is located on a picturesque and expansive site, offering a calm, reflective atmosphere that supports learning, wellbeing and professional fulfilment.

A culture of academic ambition

Pupils at Manwood's are motivated, articulate and enthusiastic learners, who approach their learning with maturity and independence.

Supportive, professional staff community

Staff at Manwood's work within a warm, respectful and professional culture. Collaboration, mentorship and continuous development are central to our ethos.

An exciting time to join

With a renewed strategic focus on curriculum excellence, teaching and learning, and staff development, this is a superb moment to join the School.

The Role

The role of Cover Manager, as well as providing cover for absent teaching staff, both unplanned and planned, involves

- Managing cover for planned and unplanned staff absence using internal Cover Supervisors and external supply staff
- Organising and communicating daily cover arrangements, room changes and staff notices
- Preparing cover materials, registers and access to digital learning resources
- Liaising closely with SLT, Heads of Department and supply agencies to ensure all classes are appropriately supervised
- Supporting safeguarding processes for external staff, including DBS compliance
- Maintaining accurate staff absence records and monitoring the supply budget
- Planning ahead for peak cover periods, exams, trips and whole-school events
- Ensuring Cover Supervisors are effectively deployed when not engaged in cover duties

The ideal candidate will:

- Be highly organised, calm and solution-focused in a fast-paced environment
- Communicate confidently with staff at all levels
- Have strong administrative skills and attention to detail
- Understand the importance of safeguarding, behaviour and consistency
- Be flexible, professional and committed to supporting high-quality learning

This is a key operational role that makes a significant contribution to the effectiveness, organisation and ethos of the school.

What We Offer

- The opportunity to work with enthusiastic, well-behaved and highly capable pupils
- A collegiate, supportive and forward-thinking staff body
- High-quality professional development and leadership support
- A school ambitious to embed 'excellence in all'
- A working environment that combines beauty, calm and intellectual energy

Visit Us

Visits to the school are warmly encouraged. Experiencing the atmosphere of Sir Roger Manwood's School first-hand is often the best way to appreciate its distinctive character, sense of community and academic ambition.

Sir Roger Manwood's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.