

**COVER MANAGER/STUDY SUPERVISOR**

**GREY COURT SCHOOL**

Ham Street, Ham, Richmond, Surrey TW10 7HN

Tel: 020 8948 1173 Fax: 020 8332 2428

[www.greycourt.richmond.sch.uk](http://www.greycourt.richmond.sch.uk)

**COVER MANAGER/STUDY SUPERVISOR**

**Full-time 36 hours per week - 40 weeks.**

**NJC Scale 6 (pt range 26-28) £25,746 – £27,342 pro rata**

**(No holiday may be taken during term time)**

We are a growing Multi Academy Trust - Grey Court and The Hollyfield schools are mixed 11-18 outstanding, oversubscribed comprehensive academies, serving diverse communities in exceptional environments. Grey Court is situated on an outstanding 20-acre site between Richmond Park and the River Thames and The Hollyfield School is in Surbiton.

We are looking to recruit a Cover Manager/Study Supervisor on a full time, term time only basis. Working from 7:15am – 3:15pm each day, the successful candidate will be responsible for managing the schools overall cover requirements, the monitoring of the schools absence line and ensuring the school information system is updated. Liaison with other cover supervisors, supply staff and agencies to support the smooth running of the school, will be an important part of the role.

The role also requires you to provide lesson cover for absent teachers where necessary offering in-class support and supervision to students for absent colleagues.

The successful applicant should have excellent interpersonal and communication skills, be well organised, have a good understanding of an educational environment. It is desirable that the candidate demonstrate an ability to work with young people.

**Closing Date: Friday 21st September 2018**

**Interview Date: TBC**

*The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Disclosure and Barring Service check.*

*The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.*

*If you would like to work with us then we look forward to hearing from you.*

*For further details about the school and how to apply for this position please visit our website. Please note we cannot accept CVs and our application form must be completed and returned to @greycourt.org.uk hr@greycourt.org.uk. Alternatively please email* [*cwelton@greycourt.org.uk*](mailto:cwelton@greycourt.org.uk) *quoting job title or telephone the school.*