THE PRIORY SCHOOL

A Voluntary Aided Church of England School

# Information Sheet - Cover Supervisor

**About the School**

The Priory School is a co-educational comprehensive Church of England school with a reputation for providing an outstanding learning environment for its students. The school has pupils between the ages of 11 and 19 including a Sixth Form. It has good facilities and enjoys an attractive rural setting.

**About the Role of Cover Supervisor**

The Cover Supervisor will, after appropriate training, supervise the learning in classes for teachers who are absent for short periods. The classes will have been set work by their usual teacher.

The Priory School has developed considerably over the past few years and will continue to do so in the future. The successful candidate will need to be flexible in approach and have the ability to prioritise a wide variety of tasks in order to meet the demands of an exciting environment. A methodical approach to work and the ability to remain calm under pressure will be essential.

**Salary and conditions of employment**

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| Hours of work as required - Zero hours contract | **The school day**  08.30 – 12.30  13.15 – 16.15 |  |

The full time equivalent Surrey Pay SP6 range is £ per hour. The starting salary will depend on knowledge, skills and experience.

The post, will be permanent.

The appointment will be subject to:

1. Evidence of your entitlement to work in the UK
2. Receipt of a satisfactory enhanced level DBS disclosure
3. Receipt of two satisfactory references
4. Satisfactory evidence of your medical fitness to perform the role
5. Verification of your qualifications and experience as stated on your application form

The offer of employment will remain conditional until all these requirements have been fulfilled. It is at the discretion of the school to determine whether or not all these conditions have been satisfied.

**The Governing Body of The Priory School has adopted Surrey County Council’s Smoking at Work Policy, which prohibits smoking on the school site.**

**Application**

Applications can be emailed to Mrs Bev Godwin, Business Manager on [personnel@priorycofe.com](mailto:personnel@priorycofe.com) at your earliest convenience

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*The Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*