

# ST. BARTHOLOMEW'S SCHOOL

COVER SUPERVISION MANAGER

Permanent, required as soon as possible

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**THE POST**

We are seeking to appoint a Cover Supervision Manager to join the School as soon as possible on a permanent basis.

This is a key post to ensure that a programme of cover for absent teachers has been implemented and communicated in accordance with school procedures, by the start of the school day.

We are looking for someone with excellent organisation and communication skills.

* The position is part-time, term time only plus 5 training days pro rata.
* Hours of work are flexible in agreement with the school. The days and hours of work will be 7 hours and 30 minutes (7.5 hours) per week, Monday to Friday, 7.30am to 9.00am. If you work 5 hours or more in a day you are entitled to a 30 minute break which is unpaid.
* All leave must be taken during the School holidays. You will not be entitled to annual leave but instead will be paid a sum in lieu of leave. Your annual salary will therefore be based on 44.5 weeks’ pay, to be paid in 12 equal monthly amounts. This will rise to 45.5 weeks per year when you have completed 5 years’ service.

**SALARY AND CONDITIONS**

* Salary is based on scale APT&C point 11 – 13 currently £17007 - £17391 gross per annum, pro rata (£8.82 - £9.01 per hour). Starting salary will be £2942.06 gross per annum.
* Staff will be appointed to the start point of the advertised scale unless there is a specific reason for the Headteacher to agree an alternative point within the range.

**HOW TO APPLY**

Full post details, an application form and instructions on how to upload your completed application are available via the ‘Contact & Apply/Job Opportunities’ section on the School’s website:

[**www.stbarts.co.uk**](http://www.stbarts.co.uk)

(Please note that curriculum vitae and covering letters cannot be accepted)

Successful candidates will be subject to a DBS enhanced check along with other relevant employment checks.

**Closing date for applications: Sunday 14 October 2018**

Thank you for considering St Bartholomew’s School.

Julia Mortimore

Headteacher