

**Cover Supervisor and Administrative Assistant**

**Term time only**

**Job Share**

**Reporting to:** Assistant Head: Teaching Staff and Examinations in general, and the Director of Sport with regard to relevant administrative tasks

**Type of position:** Term time only role, a total of 38 hours per week including Saturday mornings. Ideally this role would be a job share (2 or 3 days per week plus alternative Saturdays), but would considered as a full-time post, term time.

**Introduction**

Epsom College is a co-educational day and boarding school with approximately 900 pupils aged 11-18. The College is located approximately one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree-filled campus of some 85 acres.

Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society.

**Role Summary**

The Cover Supervisor would be responsible for supervising classes during the short-term absence of the assigned teacher, managing the classroom to ensure that pupils remain on task with the work that they have been set by the absent teacher.

When not required for lesson cover, the post holder would provide support to the Assistant Head: Teaching Staff and Examinations and to the Director of Sport, assisting with the administration at the College and some examination invigilation.

**The post**

This is a varied post for a candidate who wishes to be involved in a busy school community. A professional manner and high standards of verbal and written communication are a requisite of the post. A proactive, positive and flexible approach is essential. Previous experience within a school would be desirable but not essential. Good computer skills will be required as well as general knowledge of Microsoft packages.

**Key responsibilities*:***

* Covering lessons in the absence of the timetabled teacher;
* Supervising the delivery of the cover work by effectively communicating the work set to students;
* Ensuring that the required resources needed in order to effectively deliver the covered lessons are available;
* Managing the behaviour of pupils whilst they are undertaking set work to ensure a positive learning environment;
* Responding to any questions from pupils about process and procedures;
* Dealing with any immediate problems or emergencies in accordance with school policy and procedures;
* Collecting completed work after lesson and returning it to the appropriate teacher;
* Reporting back as appropriate, using the school’s standard procedures on the behaviour of pupils during the class, and any issues arising;
* Undertake examination invigilation as directed by the Assistant Head: Teaching Staff and Examinations;
* When not required for lesson cover, undertake administrative tasks as requested by the Assistant Head: Teaching Staff and Examinations and/or Director of Sport. Key tasks will include:
* Co-ordinating external sports coaches on a termly basis, collating timesheets, invoices etc. for authorisation by the Director of Sport;
* Collating accident report forms following sports fixtures and training;
* Assisting the Director of Sport with administration for major whole school events including Founder’s Day and School Cross Country competition.
* Organising sports photography for various sporting fixtures taking place during the week and at weekends.
* General administrative tasks to support the operation of the College
* Undertake any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

**Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

# Skills, Experience and Qualifications

**Essential**

* Demonstrate a good standard of numeracy and excellent literacy skills at least to GCSE standard are required;
* Demonstrate strong administrative and organisational skills;
* Display good written and spoken communication skills;
* Show good ICT skills (including the ability to use a range of relevant software packages such as Word, Excel and Outlook);
* Demonstrate excellent interpersonal skills, customer focus, a willingness to go the extra mile and a ‘can do’ approach;
* Evidence of being a good team player, capable of working positively under pressure with a flexible outlook that supports the rest of the team;
* Present a professional appearance and a friendly approach and a recognition of the need to be an ambassador for the College;
* A proven ability to identify and complete work independently, demonstrating flexibility and adaptability in meeting changing needs and priorities;
* Demonstrate evidence of diplomacy, discretion, professionalism and an ability to keep one’s counsel as required.

**Desirable**

* Experience of working within a school;

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field.

**Terms and Conditions**

**Hours**: 38.25 hours per week, term time only plus inset (34 weeks per year), working the following hours:

* + - 9.00am - 5.00pm Monday
    - 9.00am – 3.45pm Tuesday to Friday
    - 9.00am – 12.15 Saturday morning

As a job share, working either 2 or 3 days per week and alternative Saturdays during term time. The post could also be considered for one person.

**Salary**: Salary for working 38.25 hours per week term time only would be £16,900 and pro rata based on job share arrangement (FTE £23,600), reviewed annually, and paid monthly in arrears on 25th of the month.

**Holidays:** The holiday entitlement is 20 days paid holiday per annum increasing by 1 day per annum to a maximum of 25 days per annum and bank holiday entitlement. Holiday must be taken outside the College term dates and therefore the accrued proportion of holiday entitlement will be deemed to have been taken each school holiday. Holiday payment entitlement is calculated and included in annual salary.

**Pension:** There is an automatic enrolment into the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 3% of Basic Salary and the College will contribute 3% in compliance with current legislation. It is anticipated that these contributions levels will rise to 4% from the College and 5% from the employee from 6 April 2019. Eligible employees may opt out of the scheme if they wish.

**Misc**. Free lunch and refreshments are provided when the Dining Room is open. Free membership to Fitness Suite and pool during staff opening times. The College is a non-smoking environment

**Offer of Post**: The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

**Method of Application**

**Application**

Applicants are required to complete the Application for Employment Form available from our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk). To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received.  Please apply as soon as possible.

**Closing date 12 noon 21st September 2018**