



CATERHAM
SCHOOL

COVER ADMINISTRATOR/SUPERVISOR

To start:
September 2026



Tes Schools Awards 2023

Winner

Independent Senior School of the Year



ABOUT CATERHAM

We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.

Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



THE ROLE AT CATERHAM

The Cover Administrator/Supervisor reports to the Deputy Head (Director of Studies) and works closely with the Prep School Deputy Head (Innovation and Partnerships), the Senior Deputy Head, the Examinations Officer and the EA to the Headmaster. They are responsible for the smooth and efficient administration of the cover management system and the staff supervision duty rotas. They will liaise with Heads of Department, Heads of Year and teachers regarding cover matters and with the Examinations Officer and Assistant Examinations Officer regarding invigilation needs during exam weeks. They will also act as a cover supervisor, covering lessons from First Year to Lower Sixth as well as covering tutor periods and duties.

This role would suit either someone familiar with the workings of secondary and/or primary schools or an administrator who wishes to work in a school environment.

Main responsibilities:

Overall responsibility for the smooth running of the system for covering teachers' lessons, tutor periods and duties in the Senior and Prep Schools. The Senior School use the Cover Manager module in iSAMS.

Email a draft cover list for the following day by 4.30pm.

Email a final cover list by 8am each day.

React to late-notice cover requests to ensure all lessons are supervised.

Cover lessons, tutor periods and duties in the Senior School.

Liaise with the Deputy Head (Director of Studies) and the Prep School Deputy Head (Innovation and Partnerships) on the parameters of allocating cover and duties to different colleagues to ensure as fair a distribution of cover and duties as possible.

Liaise with HR to ensure absence is appropriately recorded.

Monitor and report to the Deputy Head (Director of Studies) and the Prep School Deputy Head (Innovation and Partnerships) on the number and nature of cover requests and the number of teacher covers on a half-termly basis, maintaining oversight of cover patterns to identify recurring staffing pressures.

Approve or check approval for cover requests with the Senior Deputy Head / Deputy Head (Director of Studies) in the Senior School and with the Deputy Head (Innovation and Partnerships) in the Prep School.

Organise room changes where required for lessons or cover lessons.

Liaise with Heads of Departments and Heads of Years regarding cover requests for lessons and registration times and tutor periods.

Liaise with the Examinations Officer and the Assistant Examinations Officer over cover requirements during internal exam weeks.

This job description is not intended to be all-inclusive. The post holder may perform other such duties reasonably required by the Head.

Person Specification

Qualifications and Experience

Strong administrative experience

Secondary school experience (desirable)

Skills

Excellent organisational and time management skills, with a proven ability to meet deadlines

Meticulous attention to detail

Excellent communication skills, written and verbal. Able to communicate confidently with pupils and colleagues

Able to remain calm under pressure

Proficiency in Microsoft Office applications (especially Excel)

Familiarity with Management Information Systems (desirable)

Personal Qualities

A commitment to the safeguarding and welfare of children and young people

Commitment to best practice in pastoral support

High expectations for pupil attainment, personal development and conduct

Appropriate levels of personal presentation

High levels of personal and professional integrity

Personal warmth, good rapport with pupils and colleagues



TERMS & BENEFITS

We pride ourselves on the best support and care for our academic and professional services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Hours

This role is term time only (34 weeks)
40 hours per week
Monday to Friday 7.30am to 4.30pm with a 1 hour lunch break

Annual Leave

Five weeks paid annual leave in addition to Bank Holidays. Annual leave is to be taken during the school holidays.

Salary

Salary is circa £24,000 per annum based on Band 6 depending on experience. Salaries are reviewed annually on 1 September.

There is a probationary period of 12 months and the appointment is subject to employment vetting checks including satisfactory references and a Disclosure and Barring Service check.

Continous Professional Development

All staff have access to generous professional development training as part of the School's performance management process.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Pension Scheme

Professional Services staff are eligible to join a stakeholder pension scheme. This includes an employer's contribution of up to 10%.

Subsidised Sports Centre Membership

Subsidised membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Cycle Scheme and Tusker Car Scheme

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories. Further details regarding the car scheme from the school.

Caterham School Benefit Hub

Offering a wide range of discounts across a wide range of global and national brands and local deals.

Cash Plan Scheme

Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments.



APPLICATION PROCESS

You can complete the application online via
the school website at:

[https://www.caterhamschool.co.uk/about/careers/
support-staff-vacancies/](https://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/)

If you have any questions or queries, please contact
Vicky Goodwin, HR Business Partner: human.resources@caterhamschool.co.uk
or call 01883 343028

This appointment is to start in September 2026.

Closing date is Friday 29 May 2026 at 9.00am.

Applications will be reviewed as they are received. The School
reserves the right to appoint at any stage of the recruitment
process; early applications are therefore encouraged.

Child Protection

The School is committed to safeguarding and promoting the welfare of children and
the post-holder is responsible for promoting and safeguarding the welfare of children
and young persons for whom they are responsible, or with whom they come into
contact and will adhere to and ensure compliance with the School's child protection
policies at all times. If in the course of carrying out the duties of the post the post-
holder becomes aware of any actual or potential risks to the safety or welfare of
children in the School they must report any concerns to the School's Designated
Safeguarding Lead.

Caterham School is committed to safeguarding and promoting
the welfare of children and young people and expects all
staff and volunteers to share this commitment. All offers of
employment are subject to an enhanced DBS check.

caterhamschool.co.uk

Inspiring education for life



CATERHAM
SCHOOL

Caterham School
Harestone Valley Road
Caterham
Surrey CR3 6YA

01883 343028
enquiries@caterhamschool.co.uk

caterhamschool.co.uk