



Langley Grammar School

Reddington Drive
Langley, Berkshire. SL3 7QS

01753 598300
school@lgs.slough.sch.uk
www.lgs.slough.sch.uk
Headteacher: Mr J Constable

Cover Administrator

37 hours per week, term-time only
NJC Scale 6, £25,934 - £27,993 p.a. pro rata
(actual pro rata pay £21,635 - £23,353)
Required for October 2021

Langley Grammar School is an outstanding school and we are seeking an enthusiastic individual to lead and manage our team of Cover Supervisors who provide classroom management of pupils in the absence of a teacher.

Reporting to the Deputy Headteacher, you will be required to both arrange daily cover with your team, as well as cover classes personally, in order to create an orderly and purposeful environment where students can complete the work set. In addition, when not required for cover or cover administration, you will have other administration responsibilities across the school.

The role will require you to be able to work on your own initiative and as part of a team. Experience of working with young people in a school environment, or managing teams of people, would be useful but not essential. You will have well developed administrative and IT skills and be proficient in the use of Microsoft Office.

The school is a very popular co-educational 11-18 selective school, located within easy reach of Langley station and Junction 5 of the M4. We have approximately 1,200 students, over 320 of whom are in the Sixth Form; the school is heavily over-subscribed and draws students from a wide geographical area. Alongside promoting excellent academic outcomes, our school ethos supports students to become confident and well rounded, independent and creative, responsible and caring. Our students are capable, hardworking and a delight to work with. We are a National Teaching School with a record of nationally recognised innovative practice, and an Apple Distinguished School in recognition of our leading-edge use of technology for learning. In recent years major building programmes have included the construction of excellent sports facilities, a distinctive Sixth Form Centre and new classrooms and laboratories. The school was last inspected in 2007, and was graded outstanding in all categories.

Information packs and an application forms are available on request from the school, or can be downloaded from the school website at www.lgs.slough.sch.uk.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Applications should be returned by midday on Monday 04 October 2021 addressed to Mr G Botha, the School Business Manager. Interviews will be held as soon as possible thereafter, although we reserve the right to interview promising candidates and appoint if applications are received early.