



Appointment of Cover Manager (full time, 39 weeks)

Required: As soon as possible

Pay Scale

Bucks Pay Scale 4, point 21 – point 25 currently £26,477 - £28,645 pro-rata for term time only, plus Inset Days.

For 37 hours per week over 39 weeks per annum, the actual annual salary is £22,555 - £24,402

Actual hours are 07:45 – 15:40

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The Role

Wycombe High School is seeking to appoint a proactive and enthusiastic individual to lead and organize the cover team and reception staff to deliver effective cover and education support provision across the school.

Our cover team have a wealth of experience between them, some of whom are qualified teaching staff. Our reception staff are friendly, hard-working and great multi-taskers. The successful candidate will oversee five staff and will report to the Deputy Headteacher.

We are an ambitious and compassionate school, with staff who contribute eagerly to all aspects of school, life. Our staff and students relish challenge, chase excellence and inspire one another.

The successful candidate will be offered the opportunity to work in a friendly, vibrant and outstanding school, where we go above and beyond for our staff and internal promotions are often available for the best candidates.

For further details of the position, please check the school website for the Cover Manager job description.

In a recent staff survey, 100% of staff stated they were proud to work at Wycombe High School. This is a great opportunity to work in an outstanding all girls' grammar school, voted the Sunday Times Parent Power 'Secondary School of the Year 2023'.

“

At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and in 2022-2023 we received the Gold Award which is given to employers who have 'successfully embedded mental health into their policies and practices'.

”

Key Dates Deadline for applications 09:00 hrs on Thursday 12 October 2023
Interviews will take place week commencing 16 October 2023

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The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:

- Qualified to Level 3 or above
- Confident user of software packages including MS Office, Excel, Outlook and SIMS
- Familiarity with the education system and the professional code of conduct for teachers and support staff
- Excellent communication and interpersonal skills
- The ability to relate well to adults and young people
- Proactive and able to use initiative
- Able to work effectively and calmly under pressure
- A shared approach to problem-solving and achieving goals
- Experience of working in a busy, people-based environment
- Planning and organizing skills, to include timetable of cover activities and coordination of staff
- Experience of line management would be desirable
- Committed to the ethos, vision and values of Wycombe High School.

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How to apply

The application form and job description can be found on our website:

www.whs.bucks.sch.uk/about-whs/vacancies

To apply for this post, please complete the application form in which you should:

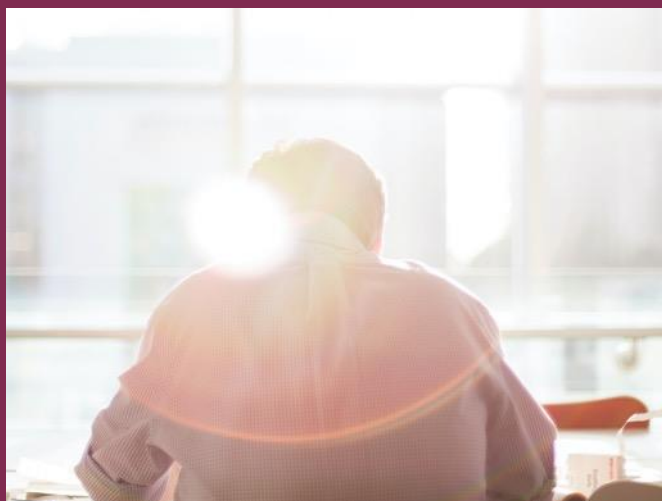
1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Send completed application via email to:

Mrs N. Renyard, Headteacher
Wycombe High School,
Marlow Road, High Wycombe,
Bucks, HP11 1TB
Email: hr@whs.bucks.sch.uk



References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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Pay and Conditions

Pay Scale

Bucks Pay Scale 4, point 21 – point 25

(currently £26,477 - £28,645 per annum, pro-rata for 37 hours per week, 39 weeks per annum is an actual annual salary of £22,555 - £24,402)

Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.8%.

We provide an Award-winning Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are also proud to be Mind Wellbeing Index Silver Award Winners for 2021-2022 and to have been voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

Smoking And Alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

Dress Code

The school has a dress code for staff:

Staff should dress in a business-like and professional manner, similar to the dress styles which are the norm along service industry professionals who regularly meet the public, such as bank staff.

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Benefits



Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their Gold award for employers who have: 'successfully embedded mental health into their policies and practices.'



Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.

Pension

Generous Employer Pension Contributions (22.8% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

Mental Health First Aiders

We currently have four trained members of staff who are available to offer support and guidance to employees who need it.



Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



Onsite Car Parking and Cycle Scheme

Car park facilities are onsite, available to all staff at no cost.

A tax-free benefit available to all staff to purchase a new cycle or e-bike via salary sacrifice.

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Workload and Wellbeing Initiatives



Teachers' Workload Initiatives

- Condensed days for parents' consultations, with a collapsed P5
- Revised Assessment Policy to support with marking
- Weekly 'Learning & Teaching' briefings
- Disaggregated Inset Days plus two Academy Days
- Early finish at the end of each term
- Dedicated Subject Leader for PSHEE
- Staff encouraged to put their 'out of office' email at the end of the day

Staff Workload and Wellbeing Initiatives

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such as:

- Christmas Party
- End of Term Celebration
- Yoga (subsidised, onsite classes)
- Social breaktimes, with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- The Virtual Staff, a platform for staff to keep connected online
- Bingo!
- Ten Pin Bowling
- Book Club
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)



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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE
HIGH SCHOOL

WE LOOK

BEYOND

We look beyond the
traditional grammar school.

We look beyond league tables
and examination results.

We look beyond stereotypes
and conventions.

We look beyond a world
where futures are fixed.



Wycombe High School, Marlow Road,
High Wycombe, Bucks HP11 1TB

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