

Heathside School Cover Manager

32.5 hours per week Mon-Fri 7:00am-2:00pm

39.4wks per year term time

**Starting Salary: £29,291 – 31,810 FTE, Actual Salary: £22,982 - £24,959 (Pay Grade ELM7)
starting as soon as possible**

We are seeking to appoint a dedicated, reliable and organised individual to manage cover, duties and room changes. This includes the line management of cover supervisors, lunchtime supervisors and supply staff as well as managing the duty rota and acting as Duty Team Leader during all break and lunchtimes.

This is a key role in ensuring the daily smooth running of the school therefore candidates must possess strong organisational and interpersonal skills, be flexible and demonstrate excellent administrative and IT skills. Candidates should also possess a calm yet assertive and professional manner and relate well to young people as on occasion will be required to cover lessons.

ElmWey Learning Trust offers:

- Local Government Pension Scheme, including generous employer contributions
- Excellent benefits package to include Cycle to Work and access to shopping and lifestyle discount schemes
- On-site parking
- Supportive and experienced central Trust team

Application forms and the full job profile are available from our website: www.heathside.surrey.sch.uk. To apply please email completed application forms and letter of application to:

jobapplications@heathside.surrey.sch.uk. **CVs cannot be accepted.**

Closing date for applications: midday on Monday 5th June 2023

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.

