



Timetable, Cover and Census Manager

Band H NJC SCP 23 - 25 (£33,366 - £35,235)
37 hours per week, full time, all year round

We are looking for an exceptional candidate to support the smooth running of the school by providing efficient management of cover, timetabling and Census returns. You will use appropriate systems to create and maintain the timetable, co-ordinate cover arrangements and validate data.

Preferably, you will have experience in an education setting, however, we will accept outstanding applications if you are a quick learner and have experience in another sector.

Cowley International College is a popular, oversubscribed and highly successful 11-18 school. Cowley was graded as 'Good' by Ofsted in November 2021. The report states, 'Pupils, including students in the sixth form, said that Cowley international College is a special place to learn' and 'Pupils described their school as a welcoming and friendly community where 'people smile at one another'.

To Apply

If you feel you have the passion, drive and aspiration to ensure that all learners achieve their potential, please go to the job vacancies section of St Helens Council website (www.sthelens.gov.uk) and apply online.

Cowley is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Section Service (DBS) Enhanced Disclosure Certificate.

Closing date: 12 noon, Thursday, 6th March 2025

Cowley International College

Principal: Mr R Cormack

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Tel: 01744 678 030

Visit: www.cowley-st-helens.sch.uk