



BOHUNT SCHOOL WORTHING

11-16 Academy Mixed Academy

NOR: 927

Broadwater Road, Worthing, West Sussex BN14 8AH

Tel: 01903 601361 www.bohuntworthing.com

Cover Supervisor and Office Administration

Full Time

Salary £27,780 FTE £24,147 Actual
37 hours per week - Term Time Only

This post is ideal for those who are considering a career in teaching and are thinking of applying for a PGCE or School Direct course. No experience is necessary, as appropriate training will be provided. The successful candidate should have excellent interpersonal and communication skills, relate well to young people and possess Maths and English GCSE Grade C or above (or equivalent).

Are you able to:

- Communicate effectively with a friendly and helpful disposition?
- Work calmly under pressure?
- Work between 8.00am and 4.00pm term time only.

Responsibilities:

- To supervise students in a class when a teacher is absent and assisting departments with all aspects of student progress
- Supporting teachers on visits and in lessons, invigilating examinations and support in curriculum areas
- To carry out office admin tasks using standard and school specific software packages
- To create a positive atmosphere and professional impression that reflects our core values and ethos
- Responsible for meeting and greeting with external cover staff as required to include set up for the day with equipment, timetable and access to internal systems needed.

Working as part of a team is a crucial aspect of the role within many different departments, so you must have a flexible attitude to react to different situations throughout the school day and the ability to use your own initiative within the learning environment.

For further details please see our website www.bohuntworthing.com or email Karen Calder at recruitment@bohuntworthing.com.

TO APPLY: Please read the Job Description, Letter to Applicants, School Information and Dress Code and apply online today.

Closing date: Monday 1st June midday

Interview date: W/c 1st June

Start date: A.S.A.P

***Interviews will be held as soon as suitable candidates are available, so we invite interested candidates to apply as soon as possible. We reserve the right to appoint before the closing date.**

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil



