

**Bohunt School Worthing**

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Headteacher: Mrs N Jones BSc (Hons) NPQH

May 2026

Dear Applicant,

Thank you for your interest in the Cover Supervisor/Office Admin post at Bohunt School Worthing. We are seeking a flexible, dynamic and driven individual to be part of the development of the school. This is an ideal opportunity for anyone considering a career in teaching and looking to apply to a PGCE or School Direct course.

Since opening, 10 years ago, we have made excellent appointments across our highly motivated teaching team, who have keenly seized the opportunity to build from scratch and consider doing things differently. My most important priority is getting the best staff appointed and potential is as important as experience. Successful candidates will have the ability to innovate, need to understand how to motivate young people, be able to take initiative and have a genuine commitment to supporting the personal and social development of pupils. In turn we will provide a supportive learning environment, offer you the opportunity to make a difference and actively promote your career development.

You are joining Bohunt Education Trust at an exciting time of its development. We have ten schools across four local authorities: Hampshire, Portsmouth, West Sussex and Wokingham; Bohunt Farnborough joined in January 2024 and Rusper Primary School in March 2025. You will benefit from being part of a multi-academy trust offering the support of experienced colleagues across our schools and greater opportunities for career progression for those with both potential and aspirations to progress.

The roles of Cover Supervisor and Admin support are important ones. Working as part of a team is a crucial aspect of the roles, 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. The successful candidate should have excellent

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interpersonal and communication skills, relate well to young people and possess Maths and English GCSE Grade C or above (or equivalent).

I welcome applications from serious candidates and do ask you to take the time to consider carefully the roles laid out in the job description. Whilst a background in education is desirable it is not essential as appropriate training will be provided.

Finally, I look forward to receiving your application should you decide that you wish to contribute to the development of Bohunt School Worthing Please return your application by email to Karen Calder at [recruitment@bohuntworthing.com](mailto:recruitment@bohuntworthing.com) (tel 01903 601361) or use the above address. The closing date is Monday 1<sup>st</sup> June midday.

With very best wishes,

Mrs Nicole Jones  
Headteacher

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