



Candidate Information Pack

Cover Coordinator - September 2026

25 hours per week, Monday - Friday

7.00 am to 12.00 pm

Grade D, KET Operations Scale Point 5 - 9 (£15,935 - £16,868)

Term Time Only, Permanent

Our Story

Thank you for your interest in joining the staff team at The Kingston Academy. As we mark our tenth anniversary since opening in September 2015, we invite you to apply for a position at one of the nation's top-performing state schools.

TKA, as we are fondly referred to, was opened back in September 2015 as part of a unique partnership between Kingston University, Kingston College and The Royal Borough of Kingston Upon Thames - they still form our Trust Membership today.

Inclusion sits at the heart of all the we do and we are looking for someone to join our inclusion team who has the passion, interest and drive to contribute to our diverse and experienced team.



Mrs Sophie Cavanagh
Headteacher, TKA
Executive Director, KET

We have accomplished a great deal in the relatively short time we have been open. We have a track record of achieving stellar GCSE and A-Level results, firmly securing us as one of the top-performing non-selective schools in the country. We have quickly also become the school of choice for young people with special educational needs.

In addition to supporting well over 50 pupils with EHCPs, we host a Specialist Resource Provision for pupils with ASD, and have fast become the school of choice in the local area for families who have children with additional needs. We are fiercely proud of the excellent outcomes that all of our pupils with additional needs achieve, both socially and academically.

In January 2022, we welcomed Fern Hill Primary School into our founding Trust - Kingston Educational Trust. Our distinctive Trust composition means that we are uniquely placed to develop, grow and support all of our staff.

This is an exciting time to join us as we continue on our journey of excellence. For further details about the role you are applying for, please see the information included in the Job Pack, including details of how to visit us in person. We'd love to meet you.

Cover Coordinator

The Cover Coordinator is responsible for ensuring the effective day-to-day management of staff cover arrangements, enabling the smooth continuity of teaching and learning across the school. Working closely with senior leaders, the HR team, and the wider administration team, the post holder coordinates staffing solutions, manages absences, and ensures all lessons remain appropriately supervised with minimal disruption.

The role involves monitoring staff absence notifications, arranging and communicating daily cover schedules, and proactively identifying staffing risks using the school's Management Information System (MIS). The Cover Coordinator acts as the primary point of contact for all cover-related matters, liaising with senior leadership and external agencies when additional staffing support is required.

In addition to cover management responsibilities, the post holder provides administrative support to the school administration team as operational priorities permit. This includes maintaining accurate records, coordinating room changes, supporting school procedures, and ensuring compliance with data protection, health and safety, and school policies.

**"TKA is ranked
top 9th state
school
nationally"**

The Daily Telegraph



Role Information

The successful candidate will possess strong organisational, communication, and multitasking skills, with the ability to work effectively under pressure and respond to changing priorities. Experience in administrative environments, proficiency with school MIS systems and IT applications, and a high level of discretion when handling confidential information are essential to the role.

The Cover Coordinator is expected to uphold and promote the school's values, safeguarding responsibilities, and commitment to equality, diversity, and inclusion. The role requires a proactive and professional individual who is dedicated to supporting positive outcomes for young people and contributing to the efficient and effective operation of the school community.

**"TKA is one of
the top 50
happiest schools
in the UK"**

The Time



Role Information

Application Process

Applicants should complete an application using the link on the right of this page. We reserve the right to close the application portal prior to the closing date stated in the advert. Visits to the school by prospective candidates are welcomed, but not essential, and can be arranged by contacting Emily Kyprianou, Assistant to our Executive Director ekyprianou@kingstoneducationaltrust.org.

Assessment Process

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. Candidates selected for shortlisting will be invited to an interview process. The process will include:

- In Tray Task
- Meeting with a panel of our pupils for informal question and answer session;
- Panel Interview with Headteacher and a member of the Senior Leadership Team

To find out more about our school, including further information about our what it's like to work with us, please visit our linked **Recruitment Brochure**.

To make a direct application, please visit our vacancy page (hover over image) on mynewterm:



How to Apply

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Equalities Statement

At The Kingston Academy, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

