



ST BIRINUS SCHOOL

Requires a

COVER ADMINISTRATOR

Start Date: As soon as possible

Closing Date: Monday 23rd March 2026, 9am

Hours: 15 hours a week, term time only

Salary: Grade 7, scale points 13-17 (Actual salary £9,998 - £10,660)

We are looking for a self-motivated and driven professional to join a highly performing Administration Team to organise cover for teacher absence and to work flexibly as part of the wider administrative support staff team

We encourage you to come and visit to enable you to meet staff and students in our vibrant and welcoming school and the [website](#) will also give you an idea of what it would be like to join the team here at St Birinus. The school has a reputation for outstanding pastoral care and offers an exciting environment for the right person to develop and grow within a supportive and friendly collegiate staff team.

The role is a term time only position of 15 hours a week, starting at 7am Monday-Friday (term-time only).

ST BIRINUS SCHOOL

We are hugely proud of our school community and St Birinus is very much a “good” school on the way to becoming “great”. In February 2025, the school was judged as continuing as ‘Good’ with an ‘Outstanding’ judgement for Leadership and Management. Ofsted recognised that the school “*has successfully established a strong culture of ‘care, courtesy and commitment’ among high expectations. These are lived out by staff and pupils alike*” in addition to the school having a “*friendly and welcoming atmosphere*” where “*pupils respectful and courteous to others and well behaved in lessons*”. We are proud that they see that our boys are “*very well prepared for the future and life in modern Britain*”.

Outcomes for our students (P8 +0.4 in October 2024 and above +0.5 in 2022 and 2023) are in the top 5% of schools nationally, for boys’ only progress and the compelling ethos of this school is literally written all over the walls. We pride ourselves in creating a vibrant and visceral environment in which boys thrive and accrue the knowledge, skills, experience and character that will realise their potential and allow them to seize any opportunity, now or in the future.

The infinite goal - *We aspire to be a national centre of excellence for all boys’ state education.*

As a member of Ridgeway Education Trust, St Birinus School works in very close partnership with Didcot Girls’ School (Ofsted Outstanding, November 2022) and share a 400 strong mixed Sixth Form which is based predominantly at St Birinus.

Ridgeway Education Trust (RET) is based in south Oxfordshire and currently comprises of two secondary, six primary schools and a SCITT, serving 4,400 pupils and their communities. Guided by the core values of integrity, ambition and leading for legacy, we are committed to delivering excellence through high quality education with powerful collaboration at its heart.

Employing great staff is key to the success of our school: the Headteacher is actively involved in every interview process.

We understand that valuing and developing our staff is the best way to release and realise their potential. In return, we seek staff who are passionate about working with young people, resilient, and with a truly growth mindset. If this is you, we look forward to hearing from you!

St Birinus School is a Family Friendly School, committed to supporting our staff so that they can carve out a professional and personal life that is fulfilling and balanced.

Quotes and soundbites from SBS staff in the recent Stakeholder Surveys ...

- "I love this place!"
- "Despite only having joined the school recently, I have found it to be a positive and supportive school, with a clear vision and values that students and staff understand"
- "St Birinus is the best managed school that I have ever worked in or been associated with"
- "I love working at St Birinus and intend to root myself here for the foreseeable future"

What SBS staff say that they value about their school ...

- "Relationships with colleagues and the community feel"
- "A strong sense of community and pride"
- "The positive influence we have on students and inclusion of all students no matter their need"
- "The strong leadership and vision from the Senior Leadership Team"
- "The focus on staff wellbeing"

We encourage visits to our school in advance of applications; please do not hesitate to get in touch if you would like a conversation and/or tour of the school with the Headteacher, Mr William Manning by contacting Mrs Helen Cliff, PA to the Headteacher, via emailing hcliff@st-birinus.oxon.sch.uk or by calling 01235 814444.



JOB DESCRIPTION

Cover Administrator

Responsible to:	SBS Examinations and Data Manager
Responsible for:	Direction of the work of cover supervisors, as necessary
Hours:	15 hours per week, starting at 7am daily Term-time only
Salary:	Grade 7, scale point 13-17 (£29,064 - £31,022 FTE; Actual salary £9,988-£10,660)

Purpose of the Job

- To organise cover for planned and unplanned teacher absence
- To work flexibly as a part of the wider school administrative support staff team

Principal Responsibilities

Cover

- Organise cover for teaching staff absences
- To include, but not limited to staff sickness absence, school trips, CPD and cross curricular days
- Direct the work of cover supervisors as required and liaise with outside agencies when necessary
- Ensure all new cover and agency staff are fully briefed on school procedures
- Organise re-rooming for public and mock exams.
- Organise rooming and co-ordination of school events, for example Immunisations, Photos, Activity Weeks
- Leading on logistics around immunisation sessions

Miscellaneous

- Support student curriculum changes on Arbor
- Support staff rooming and teacher swaps on Arbor
- Support the Examinations Data Manager or the Administration Coordinator at key pinch points
- Administrative support for SLT
- Use Arbor to send school communications to parents

General Responsibilities

- Be aware of, and comply with all school policies and procedures including those relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate colleague
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the roles of other professionals
- Attend and participate in relevant meetings and training as required

This job description sets out the core duties of the post and is not an exhaustive list of the tasks expected to be undertaken by the postholder. Core duties may vary from time to time, without changing the general character of the post or the level of responsibility entailed.

PERSON SPECIFICATION

Essential

- Ability to work well under pressure, prioritise work and meet tight deadlines
- Analytical and judgemental skills to interpret information or situations and solve problems, without reference to line manager
- Good knowledge and experience of Excel spreadsheets and formulae
- Excellent administrative and organisational skills. To include strong ICT and analytical skills, the ability to use relevant technology and the ability to adapt to new and unfamiliar IT systems as needed
- Excellent verbal and written communication skills with the ability to communicate well with a range of stakeholders, including staff, parents and students and on sensitive and confidential issues
- Ability to work flexibly and constructively as a part of a team and on own initiative
- Strong interpersonal skills - A confident, helpful and friendly manner. Humour and resilience
- A commitment to upholding the reputation of the school at all times by displaying care, courtesy and commitment as well as tact, diplomacy and sensitivity

Desirable

- Experience of working within a school or the wider education sector
- Knowledge and experience of School MIS and specifically Arbor
- First Aid (Training will be provided)

Updated March 2026



APPLICATION PROCESS

Applications should be made by **9am on Monday 23rd March 2026, 9am**
by following this link: <https://mynewterm.com/jobs/138762/EDV-2026-SBS-71591>

We encourage visits to our school in advance of applications. For further information regarding this vacancy, the application process, or to arrange a visit, please contact Mrs Helen Cliff, PA to the Headteacher, by emailing hcliff@st-birinus.oxon.sch.uk or by calling 01235 814444.

If you would like further information regarding the position, please either

- view our website <https://www.st-birinus-school.org.uk/> or
- contact Ms Caroline Fitzgerald, by emailing cfitzgerald@st-birinus.oxon.sch.uk

Ridgeway Education Trust is committed to safeguarding, equality and promoting the welfare of children and expects staff working in all its schools to share this commitment. The successful applicant will be subject to satisfactory enhanced DBS, references and pre-employment safeguarding checks. All Leadership roles will require a Section 128 check. The possession of a criminal record will not necessarily prevent an applicant from obtaining a post. All cases are considered confidentially and according to the nature of the role and information disclosed.

To view our Safeguarding policy, please visit our website: <http://www.st-birinus-school.org.uk/1852/sbs-policies>. Please be aware that you will be required to bring your original degree certificate, proof of residence and photographic ID, as applicable, to interview.

St Birinus School is a Family Friendly School, committed to supporting our staff so that they can carve out a professional and personal life that is fulfilling and balanced.

Our [RET Staff Charter](#) summarises the commitment we make to all staff who join and work at Ridgeway Education Trust.

We are committed to expressing our values of high quality learning, respectful relationships and an inclusive environment in the day to day experience of staff and students throughout the school.

St Birinus School is an equal opportunities employer.



ST BIRINUS SCHOOL

Address: St Birinus School, Mereland Road, Didcot, Oxfordshire, OX11 8AZ

Telephone: 01235 814444 **Website:** www.st-birinus-school.org.uk/

Email: stbirinus@st-birinus.oxon.sch.uk

Headteacher: Mr William Manning **CEO:** Mrs Georgina Littler

Chair of Governors: Mr Conor Byrne