



ABINGDON



COVER MANAGER & ACADEMIC ADMINISTRATOR

Closing Date: 18 May 2026 (9am)

Interviews: 22 May 2026

Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Job Pack AS33



Contents

PAGE 03	<u>Message From The Director of Finance & Operations, Justin Hodges</u>
PAGE 04	<u>Job Description</u>
PAGE 05	<u>Person Specific Criteria</u>
PAGE 06	<u>Further Information</u>
PAGE 09	<u>Benefits of Working at Abingdon</u>
PAGE 11	<u>How to Apply.</u>

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our website, abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. New facilities for Economics and Business Studies; and Computer Science opened in 2020, alongside two additional houserooms for the students. We have also recently added to our extensive sports facilities - both at Tilsley Park and on the school campus - these offer some of the best sports resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our our Prep School up to Year 6. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges". The signature is written in a cursive, flowing style.

Justin Hodges
Director of Finance & Operations

Job Description

The Role

Location: Abingdon School

Reports to: Deputy Head Academic

We are looking for an exceptional administrator with excellent organisational skills to join our school in the role of Cover Manager & Academic Administrator. The holder of this post will support the work of the Academic Office, which currently comprises of the Deputy Head Academic, the Deputy Head Education Development and the Curriculum Director. In addition the role of Cover Manager supports all staff and students in ensuring staff absences are covered with appropriate allocation. This role also supports the admissions department for the planning of staff for key events.

For the Academic Office:

Provide appropriate assistance to the academic office. Duties may include but are not limited to:

- Communicating with governors, staff, pupils and parents as appropriate.
- Assisting with exam administration and analysis, including organising resit exams.
- Creating and maintaining an annual flow of work overview and allocating meetings into calendars/diaries.
- Supporting interview days.
- Managing internal INSET requests.
- Providing support with room bookings and other operational changes to the calendar.

Cover Manager Role:

- Be responsible for allocating cover for unplanned teaching staff absence (7:30am onwards) and throughout the day.
- Liaise with the Deputy Head - Academic and the Senior Deputy Head regarding any planned teaching staff absence requests or longer term staff absences.
- Assist with scheduling, managing and allocation of invigilation of internal exams and other specific requirements.
- Ensure all certified absences are kept up to date and liaise with HR.
- Send a daily staff absence summary to SLT
- Line manage the common room secretaries, including helping them with their day-to-day tasks as needed



Person Specific Criteria

Essential Qualities

- Good interpersonal and team working skills.
- High levels of organisational and planning abilities.
- Excellent communication skills
- Able to work in a focused manner for concentrated periods of time.
- Understand the need to be flexible and good-humoured in a busy working environment.
- A confident user of IT (training will be provided on specific IT applications but the post holder needs to have an essential aptitude for digital communication and data manipulation).
- Educated to GCSE level or equivalent.
- A commitment to the principles of equity, diversity and inclusion.
- A commitment to the protection and safeguarding of children and young people.
- A commitment to valuing and respecting the views and needs of children and young people.

Desirable Qualities

- Experience of using the Google Suite of applications (Mail, Docs, Sheets, Forms).
- Experience in the use of databases (Abingdon uses a variety but the key one is iSAMS).
- Experience of working in a school environment.
- Experience in a similar role.
- Educated to A-level or equivalent.



Further Information

Hours and weeks of work

This is a term time plus role working 40 hours per week for 36 weeks a year.

Weeks of work: Term time plus (34 weeks term time plus 2 weeks)
Hours of work: 40 hours per week
Work pattern: 07:30 -16:00, Monday - Friday with a 30 minute unpaid lunch break
Full Time Equivalent (FTE): 0.7979 FTE.

Full time support staff roles within the Abingdon Foundation work 40 hours per week, 52.14 weeks per year. Term time plus FTEs are therefore calculated as a fraction of a total of 2085.6 hours.

- 40 hours per week x 36 weeks = 1,440 hours
- 5.6 weeks holiday entitlement x 40 hours = 224
- 224 + 1440 = 1664 hours
- 1664 / 2085.6 = **0.7979 FTE**

Salary

The salary for this role is £29,256 per annum based on 0.7979 FTE. This is inclusive of 5.6 weeks holiday pay.

The full time equivalent salary for this role is £36,666 per annum.



Further Information

NOTES

- This role is to start in September 2026.
- After successful completion of a 6 month probationary period, the **notice period** for this role is **3 months**.
- This post will be a 'Term Time Plus' role, which means that the post holder will be expected to work the 34 weeks of the school year with up to an additional 2 weeks (10 days) to be worked by arrangement with the DHA. For example, it may be appropriate for the post holder to be available to offer support during the public examination publication days in August each year or there may be a need for support in the days immediately either side of the beginning or end of term.
- Annual leave is generally expected to be taken during published Abingdon School holidays rather than during term time.
- This post replaces the Senior teacher's responsibilities for cover and an updated role to support the Academic office.
- For an informal discussion about the role please contact Ronnie Reading, Deputy Head Educational Development initially via email: recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- For safeguarding reasons, please note we are unable to accept applications by CV. All applicants must complete the standard Abingdon application form via our recruitment portal.
- The closing date for applications is **Monday 18 May 2026 at 9am**.
- Interviews are expected to be held on **Friday 22 May 2026**.

Further Information

Training Requirements

The following mandatory training will be provided: Cyber Security, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety Induction, Prevent and Safeguarding (Triennial) and Sexual Harassment Awareness.

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All staff are required to confirm that they have read and understood the Foundation's Health and Safety Policy.



Benefits of working at Abingdon

Annual Leave:



You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.

“91% of our staff say the facilities and resources for staff are good (2025 staff survey)”



Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.

Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.

Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.



Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.



Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.





School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.

Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



Health & Wellbeing



Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



Everyday Perks

Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

“ 99% of our staff say they have good working relationships with their immediate colleagues (2025 staff survey) ”

How to Apply

APPLY NOW



To apply, please go to our Recruitment Portal via our Careers page.

Please do not upload CVs, testimonials or examples of work.

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our HR Department at 01235 849136 or recruitment@abingdon.org.uk.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

**independent day and boarding school
for pupils aged 11 to 18 years**

Co-ed from 2026