



Cover Coordinator

Heathside School

Weybridge, Surrey, KT13 8UZ

Fixed Term

September 2026 - February 2027

5 days per week – 27.5 hrs

Term time only

Working Pattern Mon to Friday 6:30am-12:00pm

Salary Grade ELM5 FTE £27,634- £29,604

Actual Salary 27.5 hours (5 days): £17,881- £19,155 pa

An exciting opportunity has arisen to join a supportive and friendly team. We are seeking to appoint a committed, reliable, and organised individual to coordinating cover, breaktime duties and room changes.

Candidates should:

- Possess strong communication and interpersonal skills and the ability to relate positively to students, staff and external agencies
- Confident in liaising with teaching staff to coordinate daily cover arrangements and respond to last-minute changes
- Ability to manage competing priorities effectively in a busy and fast-paced environment
- Strong attention to detail
- Strong problem-solving skills and the ability to think quickly under pressure
- Reliable, punctual and able to work independently as well as part of a team
- Show initiative and be prepared to 'go the extra mile' when necessary.
- Knowledge of Arbor or similar school MIS systems would be advantageous
- Flexible and demonstrate excellent administrative and IT skills

Every Child Every Day Trust offers:

- Outstanding Local Government Pension Scheme, featuring generous employer contributions
- Comprehensive benefits package, including Cycle to Work scheme and access to exclusive staff discounts
- Free on-site parking for added convenience
- Exceptional support and career progression opportunities
- Priority school admissions for staff children: (after two years of permanent employment, in line with our admissions policy)

Closing date: Monday 22nd June 2026 by 9am

Interviews: w/c Monday 22nd June 2026

Applications will be considered as they are received, we reserve the right to make an appointment prior to the closing date

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.

