

JACK HUNT ACADEMY

Hard work Integrity Kindness



Candidate Pack



KEYS
ACADEMIES
TRUST

About the School

A Welcome from the Headteacher



Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt Academy, we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHA well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt Academy is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic Year system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt Academy. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Keys Academies Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt Academy could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,
Headteacher

For more information about this post, or to organise a visit to the school, please contact the HR department at recruitment@jhs.pkat.co.uk

About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and has led work to create the Strategic Plan 2023-26.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The Trust's Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Information

Cover Manager
Jack Hunt Academy



Salary: NJC SCP Grade 7, Point 12-19

Hours: 28.5 hours per week, Term Time plus 1 week

Type of role: Permanent

Closing date: Thursday 13 August 2026 at 9.00am

Interview date: Thursday 20 August 2026.

Start date: As soon as possible.

Job Description

Purpose of Job

To be responsible for the day-to-day administration, organisation, management and deployment of resource to cover absent teaching staff.

Main Duties

- To manage the administrative process for covering lessons for absent teachers.
- On a daily basis to co-ordinate the work of teachers, supply teachers and classroom supervisors covering lessons.
- To be a gatekeeper for teaching staff leave of absence requests, with the support of the Headteacher, ensuring that agreed numbers of absences are not exceeded and that appropriate cover work is set.
- To distribute set cover work as required.
- To re-allocate rooms where requested.
- To support the recruitment process for classroom supervisors / supply teachers where required.
- To induct and provide training for new long-term supply teachers / classroom supervisors.
- To plan forthcoming cover requirements maximising use of class supervisors in the first instance and minimising the use of external supply teachers wherever possible
- To manage class supervisor workload and ensure when they are not allocated classes that other support staff departments are offered their labour as appropriate
- To manage supplier relationships with agencies ensuring that staff sent understand our school setting and meet expectations.
- To scrutinise price and drive best value from Supply Agencies when applicable.
- To maintain the Daily Supply Teacher Induction Booklet and ensure all local agencies have an electronic copy and issue to their staff likely to be deployed to Jack Hunt Academy.
- To assist the Data / SIMS Manager with day-to-day duties as necessary.
- To be aware of the functions of the Data / SIMS Manager and the Exams Manager and be able to cover as directed when required.
- To participate in the school's support staff appraisal scheme and in training courses as and when necessary.
- To manage the appraisal process for Class Supervisors.
- To raise orders for long-term supply teachers and any short-term supply teachers on a weekly basis.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Applicants will be judged against the following criteria:

Essential

- Educated to at least A level standard or equivalent.
- GCSE English and Maths at Grade 5 or C and above
- Relevant qualification and/or experience in the use of Microsoft Office software.
- Proven experience of high-level administration.
- Attention to detail.
- Excellent ICT skills, especially in the use of the Excel and databases.
- Proven ability in prioritising.
- Proven track record of creating and implementing highly effective systems and procedures.
- Strong interpersonal skills with the ability to communicate effectively with a variety of stakeholders.
- Ability to work as part of a team.
- Evidence of resilience when working effectively under pressure and to manage the unexpected.
- Be efficient and organised, be independent and be effective in time management.
- A clear ability to work under own initiative.
- Willingness to be flexible and adaptable.
- Has the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Desirable

- Prior experience of within a school environment.
- Experience of using SIMS (School's Information Management System).
- Proven experience of leadership.
- Experience of managing a team in a fast-paced environment.
- Experience of working effectively in collaboration with external partners.

You are invited to demonstrate how you fulfil these skills and qualities in your application.

How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>

Or, for a short cut, scan the code below:



Please use the below links to access our Safeguarding Policies:

Safeguarding and Child Protection Policy (Trust): <https://www.keystrust.org/SafeguardingPolicy>

Recruitment of Ex-Offenders Policy Statement: <https://www.keystrust.org/RecruitmentofExOffendersPolicy>

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all Keys schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



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