



Cover Manager

We require a Cover Manager, responsible for the daily administration, organisation, management and deployment of resources to cover absent teaching staff.

The successful candidate will be efficient and organised, have strong interpersonal skills, an ability to work under own initiative, and proven experience of high-level administration.

Working Hours:

This appointment is for 28.5 hours per week, Term Time plus 1 week.

Monday: 7am – 2pm

Tuesday-Friday: 7am – 1pm

Hybrid-working could be available for the right candidate.

There may be busier times when it would be helpful if the successful candidate would be willing to work some overtime.

Salary:

Salary is paid at Grade 7, NJC SCP points 12 - 19,
actual salary is £18,867 - £21,152 per annum (FTE £28,598 - £32,061).

**Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational,
secondary school with outstanding community cohesion**

Benefits:

- Employer Pension contribution of 22% meaning we will save together for your retirement.
- Life Assurance
- Occupational Sick pay protecting you and your family.
- Over 250 employee exclusive benefits through our partners Perkbox.
- Employee Assistance Programme available 24/7
- On-site flu vaccinations every Autumn
- Free on-site car parking
- On-site nursery

For more information, please contact recruitment@jhs.pkat.co.uk

Application form and further details available on the Trust website: www.keystrust.org/vacancies

The Governing Body of Jack Hunt Academy is committed to safeguarding and promoting the welfare of children and young people.

Closing date: Thursday 13 August at 9.00am

Interviews held: Thursday 20 August 2026

