



The
Chalfonts
Community
College

*"Success is
an Attitude"*

**Principal
Caroline Whitehead**

"The Chalfonts Community College is a Good and Improving School." Ofsted June 2017

Join an outstanding hard-working team totally committed to an innovative, caring and aspirational learning community for all!

Required from September 2022

Cover Manager

**Salary Range: £22,000 - £24,000 (actual) per annum
37.5 hours per week, term time only**

We are looking to recruit an enthusiastic, effective manager to lead our well regarded, successful and supportive cover team. To succeed in this role you must be well organised, enjoy working in a fast-paced environment, have the proven ability to build positive relationships with staff and students with the ability to remain calm and focused whilst working under pressure.

The role of the Cover Manager is to

- Plan and organise daily absence cover for all teaching staff
- Manage a team of two cover supervisors
- Act as a cover supervisor
- Liaise with outside agencies to recruit short-term cover staff, when required
- Maintain an up-to-date forward diary, using the Arbor MIS system. An understanding of Arbor is an advantage however, full training will be provided.

Closing date: noon on Tuesday 16 August

An early application is advised as we reserve the right to close the vacancy prior to the closing date if sufficient suitable applications are received.

Enquires and application forms to – Ms S Patrick, The Chalfonts Community College, Narcot Lane, Chalfont St Peter, Bucks SL9 8TP. Tel: 01753 882032 e-mail: suepatrick@chalfonts.org

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.



**Please visit our website at www.chalfonts.org
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