



**Principal
Caroline Whitehead**

Join a highly effective and hard-working team, totally committed to an innovative, caring and aspirational learning community for all.



Cover Supervisors / Admin Support

Salary Range: £23,000 to £25,000 per annum working term time from 8.30am to 3.30pm
Flexible hours available for the right candidate

We are looking to recruit enthusiastic individuals to expand and support our well regarded, successful cover team. To succeed in this role you must be enthusiastic and have a passion for learning. You will need to enjoy working in a fast-paced environment, have the ability to think on your feet and be committed to building positive relationships with staff and students. The role is integral to enhancing students' learning, however, at times the role can be challenging so the ability to remain calm and focused whilst working under pressure is essential.

The role of the Cover Supervisor is an enjoyable one and every day is different. It involves delivering lessons to Years 7 to 11 in a variety of subjects. Lessons are pre-planned for cover lessons so there is no requirement to be a subject specialist, although if you have a particular subject specialist knowledge we will endeavour to match you to lessons in a related field.

When you are not covering a lesson you will have the opportunity to expand your skill set by offering support in other areas of daily school life. This could include covering reception, Administrative tasks, supporting our pastoral team and occasional invigilating. A lunchtime duty will be part of your role and lunch will be provided.

This is an ideal post for someone who is thinking about a career in teaching or someone who is looking for a role in a school that offers flexibility. Training in all areas will be provided.

Enquires and completed application forms to: Mrs S Patrick, The Chalfonts Community College,
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP.

Tel: 01753 882032 e-mail: suepatrick@chalfonts.org

Closing date: 20 October 2023

We reserve the right to close the vacancy early if sufficient suitable applications are received.

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