



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 November 2021

Cover Manager

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

The Chalfonts Community College wishes to appoint an effective and reliable individual who is an effective manager and has a good rapport with young people to join our school.

The Cover Manager will ensure that all classes have an appropriate teacher and support in the management of teaching cover for sickness, courses, meetings, school trips, visits etc. The Cover Manager will use the MIS system (Arbor) and maintain an up-to-date forward diary. An understanding of Arbor is an advantage however, training is provided on how to use this system to ensure the effective understanding.

The Cover Manager leads the team of Cover Supervisors who supervise lessons during the short-term absence of teachers and who are at times are asked to undertake administrative tasks in departments. The Cover Manager will also act as a Cover Supervisor.

Closing date: 18th October 2021

All enquires please contact – Mrs Emma Beck The Chalfonts Community College,
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP

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

The College is committed to safeguarding and promoting the welfare of Children and expects all staff to share this commitment. A criminal record check via the DBS will be undertaken for the successful applicant.

**Please visit our website at www.chalfonts.org
Join us on Twitter @CCChalfonts**

