



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).

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@jha.keystrust.org

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

Closing date: Wednesday 19th November at 9.00am

Applications will be reviewed as they are received, and suitable candidates invited for interview. We reserve the right to withdraw this advert should a suitable candidate be appointed.



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