

Cover Manager

Location:	St Robert of Newminster Catholic School & Sixth Form College, Biddick Lane, Washington, NE38 8AF
Grade:	Grade E SCP 9-12 £21,269 - £22,571, pro rata)
Hours:	37 hrs per week, Term Time Only (Monday to Thursday 7.30pm – 3.30pm and Friday 7.30am – 3pm)
Contract Type:	1 year Fixed Term - Maternity Cover

We have an exciting opportunity for an Attendance and Cover Manager to join St Robert of Newminster Catholic School & Sixth Form College to start as soon as possible.

Reporting to the Head of School, this is a critical role of the school administration team. The successful applicant will be responsible for managing school staff attendance, whilst being accountable for organising cover and supervision with senior management.

We are proud to be part of the Bishop Wilkinson Catholic Education Trust, a family of secondary, middle, primary and first schools in Durham, Gateshead, Northumberland and Sunderland. Bishop Wilkinson is the largest Catholic education trust in the North East of England, which will have a total of 48 schools by the summer of 2022. This is an exciting time to join our supportive, and growing team.

How to apply:

For an application form and further details about this vacancy, please visit our website <http://bwcet.com/vacancies/> to complete an application form online.

Closing date: Monday, 16th May 2022

Interview date: w/c 6th June 2022

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.