



Job Description

Cover Coordinator

Post Details

Job title: Cover Coordinator *

Salary: Pt 4 (£4449 Basic - £21189 FTE) *Salary due to increase April 2023 and will be backdated to start of employment*

Hours: Average 10 hours per week Term Time Only (0.21 of FTE)

Contract type: Part-time

Reporting to: The Deputy Head of Secondary

Location: Culham, Oxfordshire

**Role can be combined with role of exams coordinator, see the website for more information*

Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). In the lower Years 1-5 we follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of S5 (year 11). Europa School is an all-through free school of students aged 4 to 19.

Job Description

Main responsibilities:

- Managing and organising cover for absent secondary staff
- Liaising with teaching staff to plan cover in advance for trips, known absence
- Monitor email for emergency cover requirements in the event of illness, etc.
- Record all secondary staff absence on school systems
- Highlight high absence rates to the Senior Leadership Team
- Maintain an up to date list of cover supervisors with appropriate checks working with the HR team
- Cover classes in addition to basic hours



Person Specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> No formal qualifications required
Skills and knowledge	<ul style="list-style-type: none"> Good organisational and planning skills Good interpersonal and communication skills with a range of stakeholders Ability to prioritise workload and meet deadlines An understanding of multiple IT systems Ability to work under pressure
Personal qualities	<ul style="list-style-type: none"> Excellent organisational skills A commitment to the bilingual and multicultural ethos of the school Ability to think creatively Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.