



Bohunt School Worthing
65a Broadwater Road
Worthing
West Sussex
BN14 8AH

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e: info@bohuntworthing.com
Insta: @bohuntschoolworthingofficial
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www.bohuntworthing.com

Headteacher: Mr P Collin BA (Hons) NPQEL

Cover Supervisor and Office Administration Term Time Contract

Full Time

Salary £26,918 FTE £23,397.95 Actual
37 hours per week - Term Time Only

This post is ideal for those who are considering a career in teaching and are thinking of applying for a PGCE or School Direct course. No experience is necessary, as appropriate training will be provided. The successful candidate should have excellent interpersonal and communication skills, relate well to young people and possess Maths and English GCSE Grade C or above (or equivalent).

Are you able to:

- Communicate effectively with a friendly and helpful disposition?
- Work calmly under pressure?
- Working between 8.00am and 4.00pm term time only.

Responsibilities:

- To supervise students in a class when a teacher is absent and assisting departments with all aspects of student progress
- Supporting teachers on visits and in lessons, invigilating examinations and support in curriculum areas
- To carry out office admin tasks using standard and school specific software packages
- To create a positive atmosphere and professional impression that reflects our core values and ethos

Working as part of a team is a crucial aspect of the role within many different departments, so you must have a flexible attitude to react to different situations throughout the school day and the ability to use your own initiative within the learning environment.

For further details please see our website www.bohuntworthing.com or email Karen Calder at recruitment@bohuntworthing.com.

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TO APPLY:

Please read the Job Description, Letter to Applicants, School Information and Dress Code and complete the BSW Support Staff Application Form and Equality Monitoring Form. If you are interested in a part-time role please make this clear in your application.

Closing date: Tuesday 7th January 2025

Interview date: W/c 7th January 2025

Start date: A.S.A.P

***Interviews will be held as soon as suitable candidates are available, so we invite interested candidates to apply as soon as possible. We reserve the right to appoint before the closing date.**

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