



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

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X: @BohuntWorthing
www.bohuntworthing.com

Headteacher: Mr P Collin BA (Hons) NPQEL

December 2024

Dear Applicant,

Thank you for your interest in the Cover Supervisor/Office Admin post at Bohunt School Worthing. We are seeking a flexible, dynamic and driven individual to be part of the development of the school. This is an ideal opportunity for anyone considering a career in teaching and looking to apply to a PGCE or School Direct course.

You are joining Bohunt Education Trust at an exciting time of its development. We have nine secondary schools across four local authorities: Hampshire, Portsmouth, West Sussex and Wokingham; Bohunt Horsham opened in September 2019, and the newest addition, Bohunt Farnborough joined in January 2024. You will benefit from being part of a multi-academy trust offering the support of experienced colleagues across our schools and greater opportunities for career progression for those with both potential and aspirations to progress

The roles of Cover Supervisor and Admin support are important ones. Working as part of a team is a crucial aspect of the roles, 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. 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).

I welcome applications from serious candidates and do ask you to take the time to consider carefully the roles laid out in the job description. Whilst a background in education is desirable it is not essential as appropriate training will be provided. Applying for a job in a school can raise many questions and Annika Larks Cover Manager can be contacted at alarks@bohuntworthing.com regarding any queries.

Proud to be part of the Bohunt Education Trust



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Finally, I look forward to receiving your application should you decide that you wish to contribute to the development of Bohunt School Worthing Please return your application by email to Karen Calder at recruitment@bohuntworthing.com (tel 01903 601361) or use the above address. The closing date is Tuesday 7th January midday.

With very best wishes,

Paul Collin BA (Hons)
Headteacher Bohunt School Worthing

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