



Cover Administrator

**Term time plus 2 weeks, TLT G 8 -13 (pro rata salary £13,855 - £15,176)
(FTE £22,777- £24,948)**

Monday – Friday, 7am-12pm (Full time can be considered)

Our Administration Team is very important to us, so we are looking for a highly motivated Cover Administrator. You will be responsible for the allocation of appointed learning cover supervisors, supply teachers and employed teachers to classes to cover absence, with the occasional undertaking of administration and reception duties when required to support the operation of the administration office.

You will need strong administration skills and be able to complete multiple tasks within deadlines.

Please request an application pack from gadrecruitment@darlaston.graceacademy.org.uk closing date for applications is Friday 27th January 2023 at 12 noon.

Grace Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure will be requested in the event of an individual being offered the position.