



Cade Street, Old Heathfield, East Sussex TN21 8RJ
Tel: 01435 866066 Fax: 01435 867155

www.heathfieldcc.co.uk
jobs@heathfieldcc.co.uk

Cover Manager

37 hours per week
(7.30am - 3.30pm)
Term Time Only

Local Single Status Grade 5 point 12 - 13
£23,893 - £24,293 per annum
(actual salary equates to £20,111 - £20,448)

“Pride, ambition and community”

We are looking to appoint a self-motivated and well-organised administrator to undertake this key role in allocating cover for absent teachers. A good knowledge of Information Systems is desirable.

Please contact Rebecca Lynch, Assistant Headteacher for further details and an informal discussion about the vacancy at rlynch@heathfieldcc.co.uk or 01435 866066.

Please see our website for an information pack and application form. Alternatively please request an application pack from jobs@heathfieldcc.co.uk

Closing date: Please complete and return your completed application form to jobs@heathfieldcc.co.uk by midday on Friday 26 January 2024 at the latest.

Starting: ASAP

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.