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**HASMONEAN MULTI-ACADEMY TRUST**

**Ad Hoc Cover Person**

**Required ASAP**

Duties will include:

* To cover and supervise classes for absent teachers at both the Girls’ School and the Boys’ School
* To undertake duty rotas, registrations and Student services and admin support as and when required

The position requires a person who has authority, is a good team member, well organised, flexible, reliable and with sound inter- personal skills. Previous experience of covering lessons will be an advantage. The successful candidate must be able to demonstrate good time keeping, competent IT skills and initiative.

This is a term time only position.

**Application forms together with a cover letter should be addressed to Mrs K Brice c/o Ms J Grant.   The letter should detail how your experience to date has prepared you for this post and what skills and experience you have which would enable you to fulfil the role. The letter should be no longer than one side of A4 and written in Calibre Font 11.**

**PLEASE SEND LETTERS OF APPLICATION ELECTRONICALLY to:** [j.grant@hasmonean.co.uk](mailto:j.grant@hasmonean.co.uk)

**Application packs are available from Ms J. Grant,** [**j.grant@hasmonean.co.uk**](mailto:j.grant@hasmonean.co.uk)

Visit our web site [www.hasmoneanmat.org.uk](http://www.hasmoneanmat.org.uk) for more information about the school.

The appointment is subject to an enhanced DBS clearance.   The school is committed to safeguarding and promoting the welfare of children and young people.