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**HASMONEAN MULTI-ACADEMY TRUST**

**Cover Teacher**

**Required ASAP**

**Term Time only**

**Salary - NJC 10-12**

**Actual Salary £20,214 - £20,947 (FTE £24,258 - £25,137)**

**Monday to Thursday 8am – 4.30pm**

**Friday 8am – 2pm**

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 at the Girls’ School

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 and will be situated in the main office when not covering.

This is a term time only position.

Application forms are available on our website [www.hasmoneanmat.org.uk](http://www.hasmoneanmat.org.uk)

Letters of application should be addressed to Mrs K Brice, c/o Ms J Grant [j.grant@hasmonean.co.uk](mailto:j.grant@hasmonean.co.uk)

**The letter should detail how your experience to date has prepared you for this post. Please refer to the job description and person specification. The letter should be no longer than one side of A4 and written in Calibre Font 11.**

**Please note that in line with our safer recruitment practices we can only consider fully completed application forms and not CVs.**

**Closing date for applications: Midnight 30th November 2021**

**We reserve the right to close these vacancies early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application**

The appointment is subject to an enhanced DBS clearance.

The school is committed to safeguarding and promoting the welfare of children and young people.