# Advert to be placed on Wildern’s and Hampshire’s websites asap

**Cover Manager – SIMS –** 37 hours per week, term-time only (40 weeks). Working hours are Monday to Thursday 7.00am – 3.00pm and Friday 7.00am to 2.30pm. Grade D – Step 1 FTE £23,703, Actual Salary £20,794.80.

We are looking to appoint an enthusiastic, adaptable and approachable Cover Manager to join our team. The role is pivotal in the smooth running of the school day for both staff and students.

The role requires high standards of verbal and written communication as well as organisation, creativity and initiative. We need someone who has the capability to respond to fast paced deadlines whilst remaining, calm cool and collected. Experience of working with SIMS would be advantageous but full training will be provided to the successful applicant. A Person Specification and Job Description for this role are available to view on our website.

**Benefits of working for our trust include:**

* Friendly and sociable colleagues
* Free on-site car park
* Staff membership rates to our modern on-site Leisure Centre
* Good transport links
* Enrolment in one of the UK’s Largest public sector pension schemes
* A tax efficient Cycle-to-Work scheme through salary sacrifice

We are part of the Wildern Academy Trust which comprises of Wildern School, Deer Park Secondary School and Boorley Park Primary School. Our staff form a collective team that make a difference to the lives of our students. This is an exciting time for the trust and all colleagues present and future.

**Application Procedure:**

Applications should be on Wildern Academy Trust application forms, **our application form does differ from the standard Hampshire County Council form and individual CV’s will not be accepted.**If you currently work in a school, please ensure one of your references is from your current Headteacher.

Wildern Academy Trust application forms can be downloaded from our website <https://www.wildern.org/joining-us/sv/cover-manager-sims/> where you can also find further details about the school, its facilities and benefits for staff.

Completed applications can be e-mailed to [hr@wildern.org](mailto:hr@wildern.org) or sent by post for the attention of Mrs P Weston, Wildern School, Wildern Lane, Hedge End, Southampton, SO30 4EJ.

**Please submit your application as soon as possible as we may invite candidates to interview before the closing date.** Closing Date: Midday Friday 14th July 2023.

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

Wildern Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.