

Alderbrook School

Blossomfield Road

Solihull

West Midlands

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Email: vacancy@alderbrook.solihull.sch.uk

Website: www.alderbrook.solihull.sch.uk

Headteacher: Tom Beveridge

Cover Manager

Full Time (37 hours) Term-time plus Insets (39 Weeks)

Band D (£23541 - £30451 pro rata)

Starting salary £20492

The hours of work will be 7.15am to 3.10 pm

We are looking to appoint an enthusiastic and motivated professional to lead our established Curriculum Support team. Broadly, the role will involve arranging cover for absent teachers, as well as leading the Support Team responsible for supervising these classes. There will also be an additional responsibility for the administrative elements of organising Staff CPD courses.

Our new colleague should:

- * Have experience with working with young people in an educational setting
- *Have excellent communication skills as well as the ability to work under pressure.
- *Have excellent administrative and ICT skills, which are essential in this position.
- *Be able to think strategically and logically, with an eye on a fixed budget.
- *Be able to liaise and negotiate with outside agencies to ensure cost effective outcomes for the school.
- *Be able to problem solve quickly, sensibly and with empathy.
- *Demonstrate the ability to lead a team by example.
- *Show initiative and the confidence to share ideas.
- *Have a great sense of humour and the ability to support others with a smile, when times are tough.

Although our school is both highly successful and growing rapidly, Alderbrook still retains a family feel, which is best demonstrated by our low staff turnover.

Our school is a truly unique place to work and we can't wait to welcome you into our team!

For further details please contact Anna Whittington by email on the school contact details above.

Application packs can also be downloaded from our website.

Closing date: 9.00am Wednesday 23rd September 2020

The school is committed to the safeguarding and welfare of young people. Any successful applicant will be required to undertake an enhanced DBS