



## **St Benedict's Catholic College**

### **Cover and Trips Manager**

#### **Permanent – Part time/term time**

We are looking to appoint a Cover and Trips Manager to join our College as soon as possible. The postholder will manage the cover and trips/visits arrangements within the college, manage cover supervisors and also provide cover for staff who are on short term absence. They will also be responsible for the administration, organisation and smooth running of teaching staff cover, trips and visits.

**Due to the responsibilities of the role, the hours of work require a 7.30 am or earlier start to the day, and due to this the finishing time can be negotiable (i.e. finishing at 13.30 pm) and this will be required term time, plus five staff training days (39 weeks in total).**

The pay band for the role is Scale 7 (scp 19 to 24), and the actual salary for the role (inclusive of holiday pay) **if working 37 hours a week**, is **£21,747.31 to £24,470.73** (under 5 years' service) or **£22,040.53 to £24,800.68** (over 5 years' service). If an earlier finish time is agreed then the salary will be amended accordingly.

Applications will only be accepted on the college application form (which can be downloaded from our Website) and should be emailed to Mrs Angela Jones, [a.jones@stbenedicts.essex.sch.uk](mailto:a.jones@stbenedicts.essex.sch.uk). CVs will not be accepted.

The Governing Body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced Disclosure and Barring Service check.

For further details about the role, please contact Mr Chris Brown on 01206 549222 and for further details about the college, please go to our website [www.stbenedicts.essex.sch.uk](http://www.stbenedicts.essex.sch.uk).

The closing date for applications is midday on Tuesday 2<sup>nd</sup> November and interviews will be held shortly after that date.