



The
Ongar
Academy

The Ongar Academy
Fyfield Road
Ongar
Essex
CM5 0AN
Headteacher: Mr Allan Osborne

Cover Supervisor

Required: September 2019

37 Hrs a week

39 Working Weeks = 44.3 Paid Weeks

BN3W Scale Point 6 – 17

FTE Salary £20045 – 24710 Including Fringe Allowance

- **Do you have excellent administrative skills and computer literacy?**
- **Are you highly efficient and organised?**
- **Are you able to communicate clearly and assertively whilst remaining calm, and tactful?**
- **Do you have a flexible and cheerful outlook plus a willingness to support others?**

If so, we'd like to hear from you. You will be expected to effectively manage the day to day cover in school. To either provide cover yourself for absent teachers or arrange cover to carry out the functions of the teacher in accordance with the stated aims and objectives of The Ongar Academy.

Applicants should possess excellent communication and organisational skills, be able to use their own initiative and manage their own workload, and be able to prioritise high volumes of work. You should also have strong IT and problem-solving skills and an understanding of an educational environment.

Closing date: Friday 24th May 2019

Proposed Interview date: 3rd June 2019

Further details are available from the school website www.theongaracademy.org or
For an application form please contact Anna Haley at The Ongar Academy
T: 01277 500990

E: staffaha@theongaracademy.org

www.bridgeacademytrust.org

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Bridge Academy Trust welcomes applications from those of all backgrounds, faiths and ethnic groups.