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| **Cover Supervisor**  **Scale 4 - Point 7-10 - term time only - 32.5 hours per week**  **Monday 8:10am -3:30pm**  **Tuesday 8:20am -3:00pm**  **Wednesday & Thursday 8:20am – 3:30pm**  **Friday 8:20am – 3:00pm**  **Salary range: £22,377 – £23,607**  **Actual Pro Rata Salary range: £17,130 - £18,033**  **Required ASAP**  **Eastlea is a fully inclusive, friendly and supportive Community School where employees are valued and developed. You will want to make a real difference to life chances of our wonderful students, be passionate about education and have a drive to improve standards, as well as improve your own professional development and career progression.**  **Behaviour is very good at our school. Our parents and students have high aspirations for and teaching and office spaces are inviting and well resourced.**  **The school is within walking distance to West Ham, Plaistow, Canning Town and Star Lane stations and is close to the dynamic London Docklands, which can be seen from the schools’ playing field.**  **We are looking to recruit a highly reliable, experienced and proactive Office Manager. You will be responsible for the efficient running of the main school office and administration for the whole school as well as HR, Finance and Daily Cover.**  We are looking to appoint a Cover Supervisor to start as soon as possible. The person appointed will join a successful and dedicated support team at this multicultural, inclusive school.  Previous experience of working with young people, in or out of school, would be advantageous i.e. retired or unqualified teacher, youth worker and qualified teaching assistant  The purpose of the role is to provide short term cover during lessons as directed by the Cover Manager, as well as provide classroom support when required. The successful candidate will also assist, if available, with the invigilation of exams and may also be required to cover lunch duty  **We look forward to hearing from you.**  **Applications forms and further details can be obtained from the school website:** [**www.eastlea.newham.sch.uk**](http://www.eastlea.newham.sch.uk)  **Application forms should be returned to the school by: 25th November 2019 @ 12 noon**  **Interviews will take place on: 5th December 2019** |

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| **Information for Candidates**  **EQUALITY AND DIVERSITYImportant**  Eastlea Community School has a strong commitment to equal opportunities and diversity in all aspects of employment within the London Borough of Newham and in its services to students, staff and the wider community. All employees are expected to understand and promote equality and diversity in the course of their work.  **SAFEGUARDING CHILDREN**  Eastlea Community School is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.  **An enhanced current DBS clearance is a necessity for this post.** |