

Cover Co-ordinator & Trips Administrator

Closing Date : Friday 20 June 2025 12 noon

Interview Date : w/c 23 June 2025

Hours	25 hours per week : 7:00 am – 12:00 noon Monday to Friday for 39 weeks per year (term time)
Contract	Permanent
Salary	Grade 4 – Scale Points 7 : 12 : £25,584 - £27,711 pro rata Actual Salary £14,869 - £16,105 with no previous service
Start Date	Required from 1 September 2025

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. At the last OFSTED inspection in October 2023 the school remained Good. As a wholly inclusive school community we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

The school wishes to appoint a talented individual to organise the cover system effectively and support line managers by coordinating administration of the sickness absence policy. The successful candidate will also be responsible for working with trip organisers to ensure all administrative tasks are completed.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

We are committed to fairness and social justice and welcome applications from

everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

A Catholic Education Service application form, supplementary forms and further details are available on the school website: www.allsaints.sheffield.sch.uk/vacancies
Applications on any other form and CVs will not be considered.

Please return your application form, consent to obtain references form and recruitment monitoring form (optional) to Jo Thorpe, PA to the Headteacher, by email to : j.thorpe@allsaints.sheffield.sch.uk or by post to the school address.