



Teddington School

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Headteacher: Kathy Pacey NPQH

Cover & Admissions Officer for Teddington School

Teddington School will join the Bourne Education Trust on 1st September 2019. We are looking to recruit a Cover & Admissions Officer to join the administration team from September 2019.

This is a unique opportunity to join our large, 11-18 school at a turning point in its development.

We are committed to providing the very best for our staff. The benefits you can expect by working here include:

- A focus on staff well-being and a commitment to reducing staff workload
- A shorter academic year (36.8 weeks per year), which means more holiday time and a good work-life balance
- Training and support
- Opportunities for career progression

Salary: Scale 4 Pt 7 £22,377 (depending on experience)

Responsible to: Business Manager

Visits to the school are encouraged.

Interested candidates should complete an application form, which can be downloaded from our school website along with a full pack of details. Application forms should be emailed to hrdepartment@teddingtonschool.org

The closing date for applications is noon on the 12th July 2019.

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils, and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.





Dear Candidate

19th June 2019

Thank you for expressing an interest in the position of Cover & Admissions Office at Teddington School. We have included the Job Description and Person Specification for the position below.

The successful applicant will be joining the school at a very exciting time. The school continues to raise its standards at both GCSE and A Level and continues to be a very popular local community comprehensive school. Our aim is to ensure all students, regardless of their starting point, achieve highly. We invest heavily in the professional development and care of our staff as we are committed to ensuring all members of our school community benefit by being part of our school.

The Cover & Admissions Officer will play a pivotal role in two key areas of the school by organising the day-to-day cover requirements in order to ensure continuity of student learning and by being responsible for school admissions at each point of entry and for in-year admissions. In both these areas the successful candidate will work closely with the relevant members of the senior team.

The ideal candidate will be self-motivated and flexible and interested in the development and welfare of young people.

We look forward to receiving your application, please be aware that the closing date for applications is noon on the 12th July 2019. It is very important that you include a telephone number for both day and evening so that we can contact you by telephone if necessary.

If you have any further queries about the school or the post, or would like to make a preliminary visit, please do not hesitate to contact Emma Hilling, Trust Business Manager, Bourne Education Trust on hillinge@bourne.education.

For those wishing to apply, please complete our application form (please note CVs will not be accepted) and submit it by email to: hrdepartment@teddingtonschool.org

Thank you for considering Teddington School for the next phase in your career and I very much look forward to receiving an application from you.

Yours sincerely

Kathy Pacey
Headteacher