

## **SCHOOL NURSE**

37 hours per week, Monday – Friday - Term time only  
Start time 8.30am Finish Time 4:30pm (4:00pm Friday)

Scale 7, points 19 – 24 - starting at point 19  
Salary [Pro-rata] = £22,672 per annum

### JOB PURPOSE:

- Responsible for the day to day medical and first aid operations and duties which are supportive to, but do not involve, the teaching function.
- Supporting the Administrative function of the SENDCo and Attendance Team in providing documented medical and welfare support to ensure the efficient operation of the academy, including the creation, and monitoring the implementation of EHCP's and IHCP's

## **COVER SUPERVISOR**

31¼ hours per week, excluding lunch break Monday to Friday – Term time only  
Core Time: 8.30 am – 3.15 pm

Scale 7, points 19 – 24 – starting at point 19  
Salary [Pro-rata] - £19,148 per annum

### JOB PURPOSE

- To supervise classes of pupils during Teacher absence: work will be set by Teachers.
- To supervise pupils during examinations.
- To accompany pupils on trips and at special events.
- To support the work of curriculum departments and pupils.

## **PA TO THE SENIOR DEPUTY HEADTEACHER (AND ASST HEADTEACHER QUALITY OF EDUCATION)**

37 hours per week, Monday-Friday (term time only) excluding lunch break  
Start time 8.30 am Finish Time 4.30pm (Friday's 4pm)

Scale 6, points 12 – 17  
Salary [pro -rata] - £19,807 per annum

### JOB PURPOSE:

Provide a confidential and efficient secretarial and administrative support to the Senior Deputy Headteacher and Asst Headteacher Quality of Education. To support the Senior Deputy Headteacher in the management and co-ordination of all matters including, but not limited to, assisting with developing classcharts, school calendar, correspondence with parents/carers, administration for extra-curricular activities including after school, Saturday and Holiday interventions, administration for school trips and general administration.

To work alongside the Asst Headteacher Quality of Education in arranging CPD and preparing training documentation for on-site CPD for staff, assisting with administrative support for ECT's and providing administrative support for the delivery of the Duke of Edinburgh Awards.