



Collingwood College Candidate Information Pack

Cover Coordinator



Dear applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2024, in the Sixth Form, 72% of A level qualifications were at A*-C with over 20% of entries gaining the top A/A* grades. Furthermore, 50% of the cohort gained an impressive A*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point, **make great progress.**

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'K Watling'.

Miss Karen Watling
Principal

Cover Coordinator

Join Our Team as a Cover Coordinator at Collingwood College!

Are you passionate about education and looking for a rewarding role where you can make a real difference? Collingwood College is seeking a dedicated Cover Coordinator to join our team in September 2025!

Position Details:

- Hours: 20 hours per week, 39 weeks per year
- Schedule: 7am to 11am, Monday to Friday, term time plus 5 INSET days
- Salary: £12,375.79 to £13,663.89 per annum (Actual salary based on £25,893 to £28,588 FTE) for 20 hours per week.

Note: The start time of 7 am is non negotiable to ensure cover is in place before the college day begins at 8:25 am

Key Responsibilities:

- Ensure effective management of short and medium-term cover for absent teaching staff.
- Deploy Cover Supervisors and liaise with supply agencies for cover as needed.
- Manage room changes including College events, examinations and other activities.

Why Join Us?

- Opportunity to increase working hours up to 36 hours per week with additional Cover Supervisor duties. £22,276 - £24,595 per annum (FTE £25,893-£28,588 pa)
- Be part of a supportive and dedicated team committed to student success.

What We're Looking For:

- A proactive self-starter with excellent problem-solving skills
- Strong organisational and IT skills
- Excellent communication and interpersonal abilities
- A passion for working with young people and ensuring their educational success.

Qualifications:

- GCSEs in Maths and English (Grade 4-9/A-C) or equivalent
- Proven administration and organisational skills
- Experience in behaviour/classroom management is a plus.

How to Apply:

Complete the application form available at Collingwood College Vacancies

Closing Date: 30 May 2025

For more information, contact HR at 01276 457 600 or email hr@collingwood.surrey.sch.uk

Important Notes:

Interviews may be conducted before the closing date, and the vacancy may close early if an appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check will be required for the successful applicant.

If you're ready to bring your skills and enthusiasm to our team, we'd love to hear from you! Apply today and help us ensure our students receive the best education possible.

Probationary period

All posts are subject to a probationary period. For support staff this is six months. Collingwood College's Probationary Policy is available upon request.

Remuneration and benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. Staff receive a generous annual leave entitlement or equivalent rate of holiday pay.

College staff also receive the following additional benefits:

- Eligibility for membership of the generous Local Government Pension Scheme (Further information can be found at [Surrey Pension Fund](#))
- BUPA healthcare cash plan
- 24/7 employee assistance programme for staff and their families
- Cycle to work scheme.
- Flexible leave of absence policy
- Free on-site parking

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff receive the following training:

- Collingwood College induction
- Safeguarding and Prevent training.
- Compliance training including fire awareness, data protection and health and safety at work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers.

In addition, staff have the opportunity to access a wide range of other internal and external training opportunities to support their professional development and or pursuit of future career aspirations.

Job description

Post	Cover Coordinator
Reporting to	HR Manager/Senior Assistant Principal
Line management responsibility for	There are no direct line management responsibilities with this post but the Cover Coordinator is responsible for the operational deployment of the cover team and supply cover staff
Job purpose	To manage and organise cover for absent staff both teaching and support staff, deploying cover supervisors or arranging supply teachers as appropriate and monitoring and evaluating the impact of cover.
Direct Involvement with	Cover supervisors, Senior Leadership Team, teaching and support staff
Key responsibilities	
<ul style="list-style-type: none"> To lead and manage the cover system in accordance with the school's processes and procedures, including the daily publishing of cover for all known absences. To manage the cover inbox on a daily basis, ensuring it is maintained in an appropriate way and to liaise with HR to ensure all absences are recorded appropriately. To manage all arrangements for cover for absent colleagues (teachers and support staff) including deploying cover supervisors, arranging supply staff, and ensuring that the school is compliant with the provisions of the College's policies and Procedures and STPCD. To follow and promote agreed procedures for receiving, recording and acting on notification of planned and short-notice unplanned absence. To monitor cover work supplied and to ensure the system for providing cover is robust and beneficial for pupils. To give clear, accurate and complete information to those providing cover, as needed to enable them to work effectively. To work with the HR Team to maintain a bank of direct supply staff. To provide induction for supply teachers, ensuring they are provided with all necessary information to apply College policies and procedures. Provide a list of absent staff to pastoral teams to ensure cover for registration is in place by 8am To ensure accurate record keeping and reporting on absence cover on a weekly / monthly basis, including provision of information required for payroll. To produce relevant reports to the HR team and senior leaders for monitoring purposes To ensure robust arrangements for meeting all statutory requirements for vetting checks of supply staff are in place, maintaining the register of supply / agency staff, ensuring all contact details are current. To co-ordinate with the Exams Manager and Pastoral Lead to ensure all exams are roomed in accordance with the exams timetable To re-room any lessons that need moving due to a variety of events including exams, building works, performances etc. 	

Other responsibilities
<ul style="list-style-type: none">• Contribute to the overall ethos and values of the College.• Attend and participate in meetings where appropriate.• Participate in training and other learning activities as required.• To ensure the effective implementation of the Academy's Equalities and Safeguarding and Child Protection Policy• To comply with any other reasonable requests when there are exceptional circumstances.• To undertake such duties as may from time to time be reasonably assigned by the Senior Leadership Team.

PERSON SPECIFICATION

Person Specification		
Education & Training		
Criteria	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
Knowledge/Skills/Experience		
Experience of database management		X
Experience of working in an educational environment		X
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Able to lead, develop and motivate a team of staff, delegating duties as required.		X
Good organisational skills	X	
Sufficient literacy and numeracy to write clear messages and to keep records	X	
Working knowledge of common ICT applications e.g. spreadsheets, email, internet, databases	X	
Knowledge of SIMS or similar		X
Knowledge of statutory attendance policies and requirements		X
The ability to manage pupils in a classroom setting		X

Attitude/Approach		
Able to work independently and within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	
Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with high standards of attention to detail	X	
An enjoyment of working with and being in the company of young people	X	
Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X	