Cover, Data & Exams Administrator

Required Immediately

NJC Grade 6 (SCP 9-12) £28,153 to £29,542;
Approx. pro-rata actual salary £25,446 - £26,701
37 hours per week term time only, plus 5 INSET days and 2 additional weeks in the summer holidays.
7:00am – 3:00pm Monday to Friday with 30-minute unpaid lunch break

Felpham Community College is a thriving 11–18 local authority, mixed comprehensive with over 1500 students on roll and a successful, inclusive Sixth Form. We have high ambitions for our students and staff, and are exceptionally proud of our strong community identity, our values-driven approach, and our unwavering commitment to improving life chances for all. With modern facilities, talented colleagues and a clear moral purpose, this is a fantastic time to help shape the next stage of our development.

We are seeking to appoint an enthusiastic Cover, Data and Exams Administrator to join our established team. The successful applicant will be responsible for the day-to-day deployment of cover and supply teachers, and room changes to ensure the smooth running of lessons. Working as part of the cover, data & exams team, providing a flexible resource under the direction and guidance of the Data and Exams Manager.

Closing date for applications is: **09:00am Monday 23rd November 2026**

Interviews will be held on Thursday 26th November

Please visit our website (www.felpham.com) for more information and an application pack. We ask that candidates submit their application to jobs@felpham.org.uk as soon as possible as some interviews may take place before the closing date. Visits to the school are welcomed.

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references; online searches may be done as part of due diligence checks.