

## Queen Elizabeth's Grammar School Cover & Data Manager For September 2025

**If you have an analytical approach, an eye for detail and can manage competing demands to meet deadlines this could be the job for you!**

### Key Responsibilities:

- Smooth running and administration of daily cover
- Diary management
- Timetabling
- Data production, analysis and reporting

### Benefits:

- A permanent full-time role of 37 hours per week for 39 weeks per year.
- Salary upon appointment Grade 5 Scale Point 12 £26,409 (actual £22,614) with potential to rise to Point 15 £29,093 (actual £24,913).
- Access to wellbeing support, physio, counselling and GP services.
- Discounted gym membership.
- Excellent training opportunities to support career progression.
- Access to the Local Government Pension Scheme.
- Access to Salary Sacrifice Schemes including Childcare Vouchers and Cycle to Work.
- Employment within a strong and progressive educational trust with firm family values.

### Join Us:

- View the Job Description
- Complete the Support Staff Application Form [www.horncastleeducationtrust.org](http://www.horncastleeducationtrust.org)
- Email it to [recruitment@horncastleeducationtrust.org](mailto:recruitment@horncastleeducationtrust.org) by Sunday 13<sup>th</sup> July 2025.
- Interviews to take place on Friday 18<sup>th</sup> July 2025.

***We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition at its heart.***

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, medical, reference and online checks, and all pre-employment checks are in line with 'Keeping Children Safe in Education'.

We are committed to promoting equality, diversity and inclusion within our recruitment process.

Queen Elizabeth's Grammar School  
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