



## **Cover Officer**

**Scale 5 £28,739 - £30,109 (FTE)**

**30 hours per week | 7.00am – 2.00pm | Term Time Only**

Davenant Foundation School is seeking an organised, proactive and highly efficient **Cover Officer** to join our support staff team.

This key role is responsible for coordinating both planned and unplanned staff cover, ensuring the smooth day-to-day operation of the school. The successful candidate will manage cover arrangements, liaise with staff and supply agencies, maintain accurate absence records using SIMs, and support the effective organisation of staffing, rooming and school events.

We are looking for someone with excellent organisational, communication and IT skills, who can work calmly under pressure, manage changing priorities and maintain a high level of accuracy and attention to detail.

This is an exciting opportunity to play a vital role in supporting the smooth running of a busy and successful school.

Further details of the post and the school, along with application forms are available from the school website: [www.davenantschool.co.uk](http://www.davenantschool.co.uk). Letters of application, along with an application form, should be submitted to the Human resources team via [recruitment@davenant.org](mailto:recruitment@davenant.org) by the closing date 6 July 2026.

### **Safeguarding Statement**

Davenant Foundation School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to satisfactory safeguarding checks.

Davenant Foundation School is committed to creating a diverse workforce and welcomes applications from all suitably qualified candidates regardless of sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage or civil partnership.