



Cover Supervisor and PE Technician

Term Time only, 36 hours per week, one-year fixed term contract.

Starting salary is JCT Point 5, £30,123 full time equivalent, £26,224 term time only.

To start on 1st September 2025

As one of the most successful and over-subscribed, non-selective schools in Southwest London, we are a truly inclusive and dynamic place to work.

The successful candidate will work in two departments, the Cover Supervisor team and Physical Education (PE) department. During the school day the candidate will supervise whole classes during the short-term absence of teachers. Teachers are responsible for setting the work for pupils in their absence. The Cover department also supports the administration needs of particular curriculum areas in the school and may be called upon for invigilation duties during internal and public examinations, when necessary.

Alongside supporting with cover, the successful candidate will work with the PE department, supporting staff and pupils with preparing and setting up apparatus and equipment for use in practical activities and clearing away. A significant part of this role is to liaise with opposition schools organising fixtures across our three main sports of Rugby, Netball and Football. This will include, transport, pitches, timings, MISOCs and referees where applicable. Attendance at some fixtures will also be required. The successful candidate will be expected to operate a system of stock control, maintaining stock levels and records and ordering replacements when necessary.

Candidates must be confident in modelling and setting high expectations of conduct in the classroom and provide efficient and effective administrative support. A good standard of computer skills, literacy and the ability to prioritise is essential for this dual post. Previous experience is not necessary, however having held a similar post with strong interpersonal skills and organisation experience would be an advantage.

Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End by exceptional transport links. The nearest underground station is Southfields, which is only 5 minutes from Wimbledon station and 16 minutes from Earls Court, plus numerous bus connections to Clapham junction and Richmond.

We are committed to safeguarding and promoting the wellbeing of children, young people, and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to a DBS check. The school will research all successful candidates on social media platforms and the internet in line with the government policy of safer recruitment in education. The online checks will be carried out by Social Media Check, an independent agency.

Please note that we do not accept CVs.

We regret that we are unable to offer skilled worker visa sponsorship to non-UK citizens for this role.

The deadline for applications is 9:00am on Monday 19th May 2025