



**St. Bernard's Catholic High School**  
Herringthorpe Valley Road  
Rotherham  
S65 3BE  
Tel: 01709 828183  
[www.sbch.org.uk](http://www.sbch.org.uk)

**Role:** Exams & Cover Manager

**Salary:** Band F £24,300 (actual salary)

**Hours of work:** 37 hours per week, term time only plus 2 days

**Start Date:** A S A P

**Contract:** Permanent

**Reporting to:** Headteacher

**Closing date:** Monday 10<sup>th</sup> February 2025 @ 9am – **please note short closing date**

**Interviews:** TBC

We are delighted that you are considering applying for the Exams & Cover Manager at St Bernard's Catholic High School, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 13 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

We are at the start of our journey to create a community of schools who come together to share and develop practice to create an outstanding provision of education for our young people. The successful candidate will work with committed and highly skilled leaders whilst also having the opportunity to support Trust wide and develop professionally in this community.

St Bernard's is a high performing school with exceptional children and inspirational and loyal staff. As a small but significantly oversubscribed school we cater for children across South Yorkshire. St Bernard's has an excellent reputation amongst the local and wider communities of the Diocese. Not only do we strive for academic excellence, we also place equal emphasis on the development of our students as well-rounded individuals, recognised in our latest Section 48 Inspection, graded as Outstanding.

We are seeking to appoint an Exams & Cover Manager who will lead with professionalism, acute organisation, excellent communication and aspirational leadership. Our ideal candidate will thrive in a fast-paced environment and is adept at managing change and striving for the highest of standards.

**We are looking for an Exams & Cover Manager who:**

- Supportive of the school's Catholic ethos
- Has an interest in exams and cover, helping to support students learning



Tel: 01709 914070 | Email: [admin@stfranciscmat.com](mailto:admin@stfranciscmat.com) | [www.stfcmat.com](http://www.stfcmat.com)  
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



### We will offer you:

- A wonderful, vibrant staff family
- A supportive and hard-working department and leadership team
- An ongoing CPD programme, tailored to individual requirements
- Benefits and opportunities through St Francis CMAT
- A calm, well-disciplined learning environment
- An opportunity to contribute to School Direct

### How to Apply:

For an application pack please visit [stfcmat/vacancies](http://stfcmat/vacancies) or [www.sbch.org.uk/menu/vacancies](http://www.sbch.org.uk/menu/vacancies) or contact Sally Hofmann, on 01709 828183. Completed application forms should be returned to Sally Hofmann, St Bernard's Catholic High School, Herringthorpe Valley Rd, Rotherham, S65 3BE or email [jobs@sbch.org.uk](mailto:jobs@sbch.org.uk)

St Bernard's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.

