



BISHOP WORDSWORTH'S SCHOOL

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH



P/T Cover Supervisor / Admin Assistant / Careers Coordinator

Required Monday 4th September 2017

14 hours per week term time only / 39 weeks a year

Wednesday & Thursday 0830 - 1600

BWS Support Staff pay scales Grade E Point 17 – 19 (£17,513 - £18,525 FTE)

Actual pay £5,624.76- £5,949.79

This advert will run until a suitable appointment has been made.

Bishop Wordsworth's School enjoys a hard earned reputation as one of the finest schools in the country, renowned for its traditions of excellence, its strong links with the Church of England and Salisbury Cathedral and its sense of pride in the school community.

We are seeking a motivated person with flexibility in their approach, good listening and communication skills as well as excellent organisational skills to supervise teaching classes in the absence of the teacher across a range of subjects using plans and resources provided by them. When cover is not required, you will assist the Maths and Science faculty area in routine admin tasks. Previous experience would be an advantage.

The role also incorporates that of careers coordinator where the postholder is responsible for the co-ordination of Careers Education and Guidance in liaison with the link advisor and the independent careers consultant.

For further details and an application form please visit the school website http://www.bws-school.org.uk/The_School/Vacancies/. If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Adviser) alg@bws.wilts.sch.uk. Applications are accepted by post and email.

Bishop Wordsworth's School is 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 applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant pre-employment checks including satisfactory references and medical clearance.