THE KING'S SCHOOL
CHESTER

Cover Supervisor
(Part time - term time only)

Willow Lodge	Discovering the *world*
King's Juniors	Igniting *curiosity*
King's Seniors	Seizing *opportunity*
King's Sixth Form	Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

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King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, dynamic and forward-thinking school of more than 1150 pupils that is considered to be one of the very best of its kind in the country.

At King's we aim to make the very most of every individual student in the school, both academically as a selective school with a great tradition of scholarship, but also in terms of character development, confidence and wellbeing. This is achieved by a broad curriculum, extensive co-curricular programme, excellent pastoral care and highly committed and professional staff. We want our pupils to remember their time at school with real fondness whilst relishing the prospect of successfully making their mark on the world in their own distinct ways.

The school enjoys a spacious and well-resourced site on the southern outskirts of Chester, having moved from a city centre location in 1960. Our state-of-the-art infant school, Willow Lodge, was built 10 years ago with the Junior School being impressively extended a year beforehand. There has been a major site development plan in progress for the Senior School, including the recent construction of a new £5million Sports Centre, The Rohan Ingley Pastoral Centre and the recently opened Sixth Form Centre.

King's comprises the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 4-7). There are currently 781 pupils in the Senior School, 233 in the Sixth Form, 241 pupils in the Junior School and 114 in the Infants, supported by almost 250 staff (teaching and support staff).

King's is regularly named as the top performing school in Cheshire with regard to our public examination results and has been the top performing co-educational school in the north-west at A level for several years. We were awarded the Sunday Times Independent Secondary School of the Year in the Northwest in 2024.

Cover Supervisor

We are seeking a confident, highly capable and adaptable Cover Supervisor to join King's for two days per week during term time. In our academically ambitious environment, this is an important role: enabling pupils to continue their learning with focus and momentum when colleagues are absent. The successful candidate will have the confidence to address and engage pupils in the classroom, together with the flexibility to contribute effectively across the wider life of the School.

Main duties and responsibilities

- Cover of lessons. It is expected that four lessons per day will typically be covered though an element of flexibility will be required, for instance it may be that occasionally three lessons will be covered on some days and this will be balanced by five lessons of cover on other days.
- Library supervision. This will mainly take place after school on a daily basis from 16:30-17:45.
- Tutor periods and registrations. This is likely to be required on a daily basis to cover absent staff.
- School duties. There will be two school duties per day allocated to the role.
- Exam invigilation. This will take the place of lesson cover during periods of internal and external exams when such cover requirements are likely to reduce.

- Other reasonable tasks. To be carried out at the direction of the Director of Studies during weeks when the above does not provide 7 hours of work per day (by agreement with the Cover Supervisor).

- At all times the following will be expected:
    - Effective behaviour management will ensure that pupils can work effectively.
    - Effective liaison with teaching staff (especially regarding cover work).
    - Appropriate school policies and procedures to be followed.

Person Specification

- Previous experience of working with pupils in a school setting.
- Ability to be adaptable and work flexibly with regard to the duties outlined
- Calm and professional demeanour
- Reliability
- Ability to use school ICT platforms
- Ability to communicate effectively

Working at King's

This is a term-time-only role, working **14 hours** across two days per week. Hours are to be worked between 8.45am to and 5.45pm and include library supervision from 3.50pm to 5.45pm on each working day. The specific working days will be discussed at interview.

Salary

Actual Salary **£10,940 per annum**. (A full-time salary of £36,142 per annum)

You can also expect the following excellent benefits:

- Free staff lunch on the days you work, during term time
- Scottish Widows Group Personal Pension Plan
  - o Personalised industry expert pension advice
  - o 3 x death in service Benefit
- Free use of the school gym
- Free use of the school swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

Application Process

Candidates for this post should complete the application form via the TES website by **8.00am Thursday 5th November 2026**. A curriculum vitae will ***not*** be accepted in place of the completed application form.

Interviews Wednesday 11th November 2026.

The HR Coordinator Amie Beaumont, is available to discuss the school informally with prospective candidates. She can be contacted via recruitment@kingschester.co.uk

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.

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RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- Application Form: All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.

- References: To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.

- Right to work in the UK: If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.

- Evidence of qualifications: If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.

- Medical Fitness: If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.

- DBS Disclosure and other checks: If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
  In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions. It is a criminal offence for a person to apply to work with children if they are barred from doing so.

- Overseas check: If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.

- Online Searches: An online search for all candidates shortlisted for interview will be conducted.