

# Cover Supervisor/Administrator x 2

6 Month Fixed Term Contract - Start Date ASAP

## The BRIT School

Are you passionate about the Arts? Do you wish to inspire young people?



Would you like to work somewhere unique, where you make a difference?

Are you confident and comfortable working with young people in a supervisory role in the classroom?

We are seeking a committed, organised, and adaptable **Cover Supervisor and Administrator** to join our Admissions and Student Services team on a fixed-term contract. The successful candidate will play a vital dual role, **supervising classes during teacher absence to ensure continuity of learning**, while also providing high-quality administrative support at the main reception and across the department.

This position requires excellent communication and organisational skills, confidence in **managing student behaviour positively**, and a strong commitment to safeguarding and student wellbeing. The post holder will work closely with teaching and support staff in a busy school environment, supporting the smooth running of daily operations and contributing to a **safe, supportive, and effective learning atmosphere** for all students.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of National Curriculum subjects. It is sponsored by the British Record Industry Trust and has a unique relationship with the performing arts industries.

The BRIT School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks.

Please see our website for further details of our term dates.

# Cover Supervisor/Administrator x 2

6 Month Fixed Term Contract -- Start Date ASAP

**The BRIT School**

## Applicant Information Pack

Closing date - **9am, Monday 2nd February 2026**

Interview date - **Tuesday 10th February 2026**

## Contents

- Job Description
- Key Responsibilities
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- Find Us
- How to Apply

## Job Description

Job Title	Cover Supervisor and Administrator
Department	Admissions and Student Services
Salary	£33,010
Grade	Band 4
Hours of Work	35 hours a week
Contract Type	Fixed Term Contract
Responsible to	Assistant Director of Admissions and Student Services
Responsible for	N/A
Job Overview	To provide cover lessons during the absence of a teacher as required and general administrative support and supervision.

# Key Stage 4 Cover Supervisor and Administrator

## Job Description & key responsibilities:

### Cover Supervisor Responsibilities

- Deliver high-quality, purposeful cover lessons in the absence of the timetabled teacher, ensuring continuity of learning and clear communication of lesson objectives and expectations.
- Establish and maintain a positive, inclusive, and well-managed learning environment that promotes engagement, behaviour for learning, and student progress.
- Prepare and organise resources required to deliver effective cover lessons and learning activities.
- Provide concise, structured feedback to teaching staff on lesson delivery, student engagement, and any issues arising.
- Support the development of students' literacy, numeracy, and ICT skills across all supervised sessions.
- Supervise students during school visits, trips, and enrichment activities, supporting staff as required.
- Monitor and evaluate personal performance against agreed objectives, using reflective practice to support continuous improvement.
- Work alongside teaching staff within a designated subject area to support learning and enhance lesson delivery.
- Seek guidance where appropriate to ensure learning approaches meet the needs of different students and subject requirements.
- Use prior attainment data and student information to build positive relationships, support learning, and maximise student progress.
- Promote positive attitudes to learning, applying the school's behaviour, rewards, and sanctions policies consistently.
- Liaise effectively with colleagues regarding individual students' progress, wellbeing, and recognition of positive behaviour.
- Ensure lessons are well organised, appropriately resourced, and managed effectively.
- Provide targeted one-to-one and small-group support for students with behavioural needs and/or additional educational needs (AEN).
- Assist in the delivery of personalised learning programmes for identified students.

### Administrative Responsibilities

- Act as a professional first point of contact at main reception, answering telephone calls and responding effectively to queries from students, parents/carers, staff, and members of the public.
- Maintain accurate and up-to-date records on the School's Management Information System (MIS), ensuring high standards of data entry, retrieval, and confidentiality.
- Issue and reissue student ID cards, ensuring charges are applied and recorded appropriately.
- Provide comprehensive administrative support to the department, including filing, record keeping, photocopying, and document management.
- Support staff communication with students and parents/carers through the Jira Helpdesk, ensuring requests are actioned efficiently and professionally.
- Manage reprographics requests, including the photocopying of teaching materials, internal examination papers, booklets, and leaflets; undertake trimming, binding, and packaging as required.
- Monitor photocopying runs to ensure quality, accuracy, and timely completion of work.
- Respond promptly to reprographics and administrative requests, supporting teaching and operational priorities across the school.
- Attend and actively contribute to scheduled departmental and whole-school meetings.

- Support assessment processes, including examination administration and invigilation, where required.

## **Safeguarding, Training and Professional Duties**

- Act at all times in accordance with school policies relating to safeguarding and child protection, health and safety, confidentiality, and data protection, reporting concerns promptly to the appropriate person.
- Participate in training, professional development, and learning activities relevant to the role.
- Undertake duties as a First Aider and Fire Marshal/Deputy Fire Marshal, where required and appropriately trained.

## **Additional Responsibilities**

- Attend school and departmental meetings, INSET days, and training sessions as required.
- Undertake form, break, lunchtime, and registration duties, including cover where necessary.
- Support school events, including open evenings and whole-school activities, with time off in lieu provided where applicable.
- Work occasional evenings as required to support school priorities.
- Undertake any other reasonable duties or one-off tasks as directed by the Principal, SLT, or Line Manager.
- Demonstrate commitment to the school's mission, ethos, and values, including equal opportunities, health and safety, and all relevant school policies.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	GCSEs (or equivalent) in English and Mathematics at Grade 4/C or above.	E
	Commitment to undertaking relevant training, including safeguarding, first aid, and health and safety.	E
	Qualification in education, administration, or a related field.	D
	Training or certification related to behaviour management, SEN/AEN, or safeguarding.	D
Knowledge, Skills and Experience	Experience working with a diverse cohort of young people aged 14–19 in an educational or youth setting.	E
	Experience delivering supervised learning activities or providing classroom cover.	E
	Experience of administrative work, including accurate data entry and record keeping.	E
	Experience of working in a fast-paced, front-facing role requiring professionalism and discretion.	E
	Strong communication skills, both verbal and written, with the ability to engage positively with students, parents/carers, staff, and visitors	E
	Ability to manage groups of students effectively, maintaining calm authority and consistency	E
	High level of organisational skills, with the ability to prioritise tasks and meet deadlines.	E
	Competence in using ICT systems, including databases, email, and document management tools.	E
	Ability to remain professional, resilient, and solution-focused under pressure.	E
	Capacity to work flexibly across administrative, reception, and classroom-based duties.	E
	Knowledge of Key Stage 4 curriculum and assessment processes.	D
	Understanding of inclusive practices and personalised learning approaches.	D

Personal Qualities	Energy, enthusiasm and a commitment to the learning process	E
	Professional, approachable, and calm manner, acting as a positive role model for students.	E
	Commitment to teamwork, collaboration, and shared responsibility.	E
	Willingness to adapt to change and contribute positively within a developing team structure	E
	High levels of integrity, reliability, and discretion	E
	Strong commitment to equality, diversity, and inclusion.	E
	A confident but welcoming manner when dealing with staff, students, parents and members of the public	E
	Cooperative personality and the ability to interact positively with young people	E
	A commitment to the School's mission, ethos and equal opportunities policy	E
	An empathy with the use of the Arts in education	E

## Terms and Conditions

Availability            ASAP

Contract Type        6 Month Fixed Term Contact

Hours of Work        35 hours a week

Salary                 The BRIT School Pay Scale Band 4 increment points 13-18

Appointments will normally be made to the first point of the grade.  
Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.

Work permit           All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.

DBS Check            The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

Probation             The post has a three-month probationary period.

Notice Period        This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.

Pension               Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

## Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets on a first come first serve basis for any BRIT School show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £150 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.
Counselling Service	The BRIT School offers a free in-house counselling service. There is also a weekly group counselling/Supervision available for staff, numbers permitting.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	<b>Library</b> – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.



## About Us

The BRIT School is the UK's first and leading free performing and creative arts school for 1,450 young people aged 14 to 19. The School – an exempt charity based in Croydon – provides a unique education for over 1,450 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

It invests in the future of the UK's cultural wealth by nurturing young artistic talent from all backgrounds and teaching the skills needed by the rapidly growing creative industries.

BRIT stands for the British Record Industry Trust and funding from the BRIT Awards and BRIT Trust is invested in the professional facilities and equipment at the School.

The School opened in 1991 and over 14,000 students have been educated at The BRIT School including Adele, Amy Winehouse, Jessie J, Katie Melua, Leona Lewis, Tom Holland, RAYE, Olivia Dean, Loyle Carner, The Feeling, Rizzle Kicks, Cush Jumbo, Blake Harrison, The Kooks and Lola Young. In total, students from the School have been responsible for selling over 280+ million albums, 70+ billion streams of BRIT alumni songs between 2018-23 and winning 43 high profile awards including BRIT Awards, Grammys, BAFTAs, Oscars and Laurence Olivier Awards.

Year on year nearly 100% of students are in education, training or employment after graduating.

In November 2024 OFSTED rated the school 'Outstanding' in all five categories of measurement: Teaching and Learning, Behaviour and Attitudes, Personal Development, Leadership and Management and the Sixth Form provision.

**Our Mission** - To prepare young people for careers in the creative and performing arts.

**Our Values** - Original, Responsible, Ambitious, Inclusive, Kind

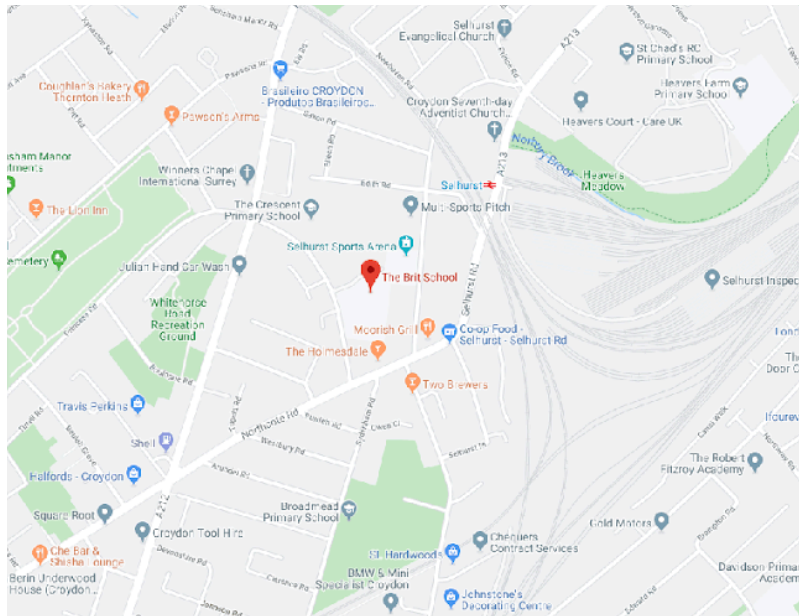
### Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

## Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



## How to Apply

To apply, please complete our Application Form available [here](#).

CV's without an application form cannot be accepted.

**Closing date - 9am, Monday 2nd February 2026**

**Interview date - Tuesday 10th February 2026**

The BRIT School is an Equal Opportunities Employer.

For more information follow us @TheBRITSchool