



Watling Academy

Whitehouse, Milton Keynes

hr@tastrust.org.uk

Cover & Operations Administrator

£28,142 to £28,598 FTE (Actual Salary – £31,940 to £35,817)

Permanent/Term Time

Start date: 01/12/2025

About our School:

About Watling Academy

Watling Academy is an Ofsted 'Outstanding' secondary school situated on the western edge of Milton Keynes, encompassing the Whitehouse and Fairfields developments. Opening in September 2020, our school is a new and vibrant learning community for students aged 11-18. We are excited to have opened the Watling Academy Sixth Form to our first cohort of Year 12 students from September 2025, which will provide further educational opportunities. Our core values of Respect, Responsibility and Kindness embody the 'Watling Way' and are integral to the way we interact, learn and grow together as a community.

For more information about our school, please explore our website: www.watlingacademy.net

About the Role:

COVER & OPERATIONS ADMINISTRATOR

Commencing – ASAP

Term Time Only
37.5 hours per week
Monday to Friday, 7:30am to 3:30pm
(30-minute unpaid break each day)

Salary – £28,142 to £28,598 FTE

Actual Salary – £31,940 to £35,817 p.a.

Are you highly organised, proactive and ready to play a key role in the smooth running of a thriving and innovative school? Do you enjoy working in a fast-paced environment where your administrative skills can make a real impact?

Watling Academy is seeking a Cover & Operations Administrator to provide essential support across key operational areas of the school. This is a varied and hands-on role within our team, with a primary focus on coordinating teaching staff cover and supporting day-to-day logistics.

As our Cover & Operations Administrator, you will:

Coordinate daily and long-term teaching staff cover, liaising with supply agencies and internal teams to ensure effective deployment.

Maintain accurate records of staff absence and cover usage, and communicate arrangements clearly to relevant members of staff.

Support operational planning, including scheduling school events and coordinating logistics for interviews and other key activities.

Assist with compliance-related administration, such as Freedom of Information requests and stakeholder surveys.

Provide staff-related administrative support, including onboarding, updating staff lists, tracking training records, and maintaining absence logs.

This is an exciting opportunity to contribute to the operational excellence of a growing school community, including our newly launched Sixth Form. If you're a detail-oriented administrator with strong communication skills and a collaborative mindset, we'd love to hear from you.

Closing date for applications: 03/11/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/147860/EDV-2025-WA-94613>