



Millais School

In pursuit of excellence

11-16 Girls' Comprehensive School

Required from November 2025

Cover Supervisor/s

31.15 hours per week: Monday to Friday, 8.15am - 3.00pm

Permanent term-time only contract WSCC Grade 5 (part time or job share considered)

Grade 5: £26,403 - £26,824 pa; pro-rata £18,783 - £19,082 pa for 31.15 hours p/w

Millais is currently a secondary 11-16 girls' comprehensive school in which students are eager to learn and expect to be challenged in all areas of the curriculum. We are looking forward to welcoming boys in September 2026 for the first intake in year 7.

The role of the Cover Supervisor is to provide stability and continuity for students whose lessons are affected through short-term teaching staff absence, instructing students with work set by the teacher. To maintain classroom management and to motivate students to complete the tasks set. Provide additional supervision for off-site visits by students and assist with exam invigilation and provide administrative support.

Essential skills and qualifications include:

- Excellent communication, interpersonal and listening skills, and the ability to liaise effectively and gain the confidence of students and colleagues
- Maintain a level of calm and act as a role model for students
- Ability to demonstrate resilience, self-confidence and ability to work as part of a team
- Good level of literacy, numeracy and ICT skills
- An interest or qualification in PE would be an advantage

Millais school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check, safer recruitment checks including satisfactory references and an online and social media search may be undertaken.

For an application form please visit our website www.millais.org.uk and return your completed application form to HR Admin Officer (hadmin@millais.org.uk) or for more information please call 01403 282016.

Closing date for applications: Tuesday 14 October 2025

Interviews: w/c Monday 20 October 2025

