

PERSON SPECIFICATION FOR COVER SUPERVISOR



<u>Qualifications</u> Essential / Desirable	<u>Essential</u>	<u>Desirable</u>
GCSE A*-C (or equivalent) in English and Maths	✓	
Relevant professional qualification		✓
<u>Experience</u>		
Experience of working with young people in an educational setting or other setting such as youth clubs or any other voluntary setting involving young people	✓	
Experience of providing administrative support		✓
Experience of effective ICT use		✓
<u>Knowledge, skills and abilities</u>		
Ability to work on own initiative with minimum supervision	✓	
Ability to relate well to students, be an effective role model and motivate students to achieve success	✓	
Ability to work in a way that promotes the safety and wellbeing of young people	✓	
Professional manner at all times	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent interpersonal and organisational skills	✓	
Strong numeracy and literary skills	✓	
Excellent communication skills	✓	

<u>Personal qualities and attributes</u>		
Excellent time keeping and attendance	✓	
Able to work effectively both within the cover team and the wider school community	✓	
Contribute to the overall ethos, work and aims of the school	✓	
Reliability and integrity	✓	
Flexibility	✓	

SPECIAL CONDITIONS The post is subject to Child Protection Legislation & Disclosure & Barring Service checks