



Person Specification: Cover Supervisor

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|-------------------------------|---|---|--|
| Relevant Experience | <ul style="list-style-type: none"> • Experience in a school context • Ability to work with a range of ICT Software | <ul style="list-style-type: none"> • Experience of managing people • Knowledge of the SIMs system | Application form and interview |
| Education and Training | <ul style="list-style-type: none"> • Sound educational background with appropriate qualifications commensurate with the post • Evidence of recent professional training • Willingness to undertake continuing professional development • | | Application form Application form and interview |
| Skills and Knowledge | <ul style="list-style-type: none"> • Excellent Communication skills both oral & written • Ability to maintain confidentiality at all times • Ability to act on own initiative and to prioritise own workload • Ability to provide support to students and staff • Good listener with proven tact & diplomacy | <ul style="list-style-type: none"> • Knowledge of Data Protection Act Health and Safety at Work Act and associated Regulations • Knowledge of School practices, policies and procedures • Familiarity with a range of academic language and terminology including educational acronyms | Application form and interview |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to meet deadlines & work under pressure • Flexibility, Adaptability and the ability to manage change • Good organisations skills and self-management • Excellent interpersonal skills • Ability to work as a team member • Ability to make judgements and act accordingly • Enthusiasm & commitment to hard work • Good sense of humour • Willingness to undertake CPD as appropriate | <ul style="list-style-type: none"> • Willingness to support extra-curricular activities and enrichment • Basic appreciation of current issues in education • Strong disposition to work in a multi-cultural environment and ability to demonstrate an understanding of the issues relating to young people in a learning environment • Commitment to networking with colleagues | Application form and interview |