

ENDEAVOUR LEARNING TRUST



PERSON SPECIFICATION FORM

Cover Supervisor

£15.00 per hour (subject to qualification and experience)

Casual Basis

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<u>QUALIFICATIONS AND TRAINING</u>		
NVQ Level 2 or above qualification / 5 GCSE's A* - C including English and Mathematics/Grade 9 to 5	E	AF
<u>EXPERIENCE</u>		
Experience of working with or caring for children of relevant age	D	AF/I/R
Experience of working in a relevant classroom/service environment	D	AF/I
<u>KNOWLEDGE / SKILLS / ABILITIES</u>		
Ability to operate at a level of understanding and competence equivalent to NVQ level 2 standard	E	AF/I
Ability to relate well to young people	E	AF/I
Ability to demonstrate confidence, assertiveness and helpfulness	E	AF/I
An ability to deal with difficult situations.	E	AF/I
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Ability to problem solve	E	AF/I
Excellent oral and written communication skills	E	AF/I
Time management skills	E	AF/I
Organisational skills and ability to prioritise	E	AF/I
Knowledge of concept of confidentiality	E	AF/I
First Aid Certificate (training provided if required)	E	AF/I
Standard office practices and procedures	E	AF/I
Good numeracy and literacy skills	E	AF/I
Ability to make effective use of ICT	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Demonstrate sound work ethics	E	AF/I
To be willing to undertake first aid training.	E	AF/I
<u>OTHER</u>		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I

Compliance and adherence to the document 'Guidance for Conduct' Clearance through the Disclosure and Barring Service	E E Clearance required before confirmation of appointment	I AF/I
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Date: January 2020

Please save your completed application form as your name_position_applied for (e.g. A Baker_Admin Officer)

Only completed Applications Forms will be accepted. CV's will not be accepted.

Please submit your application by email to vacancies@endeavourlearning.org