



ST LEONARD'S CATHOLIC SCHOOL

PERSON SPECIFICATION

COVER SUPERVISOR

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS & TRAINING	Five passes (including English) at GCSE (A*-C) or equivalent. Excellent numeracy and literacy skills.	Evidence of commitment to own professional development. Good ICT skills. Current full driving licence (maximum 3 penalty points). Degree	Application Form
EXPERIENCE		Relevant experience of working in the educational sector. Experience of working on own initiative.	Application Form Interview References
SKILLS, KNOWLEDGE & APTITUDE	Ability to relate to both adults and children. Good organisational skills. Good language and communication skills.		Application Form Interview References
PERSONAL ATTRIBUTES	Willing to follow instructions and advice. Bright, friendly, excellent interpersonal skills. Good time keeper and able to work to deadlines. Flexible and adaptable in order to work with a wide range of people. Enthusiastic, hard-working and self-motivated. Professional manner and approach.		Application Form Interview References