



Think for yourself, act for others

COVER SUPERVISOR PERSON SPECIFICATION

Specification	Essential	Desirable
Education and training	<ul style="list-style-type: none"> Level 2 in English and Mathematics and 5 A-C's at GCSE Willing to undertake relevant training, to learn new skills and update existing knowledge, skills and understanding 	<ul style="list-style-type: none"> Degree and / or professional qualification Further professional training Trained in Safeguarding
Experience	<ul style="list-style-type: none"> Evidence of being an effective member of a team Experience of promoting high expectations and aspirations. Positive working relationships with all stakeholders. Administrative /organisational experience 	<ul style="list-style-type: none"> Recent successful experience of working with young people across the age and ability range in a secondary school setting Working within a education services environment
Relevant skills and Aptitudes	<ul style="list-style-type: none"> Ability to form excellent working relationship with staff and students. Ability to promote calm and conducive learning environment Ability to work calmly and deliver in challenging circumstances. Excellent record of attendance. Ability to recognize and respect confidentiality Ability to multi-task and work under pressure The ability to 'think on your feet'. Resilience Organizational skills Motivation to work within a busy and exciting team. Self-reliance 	