THE PRIORY SCHOOL

A Voluntary Aided Church of England School

Cover Supervisor - Person Specification

*In choosing a Cover Supervisor the Governors will be looking for candidates who match the following:*

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|  | Essential | Desirable |
| Experience | * Good general education. Numeracy and literacy skills equivalent to GCSE grade C in English and mathematics, or adult skills qualification in literacy and numeracy at Level 2. * Experience with young people * Good interpersonal skills * Flexible approach to work * Ability to follow procedures | * Knowledge and understanding of education * Basic clerical skills * Basic ICT capability * Experience in First Aid – training will be provided |
| Personal | * Ability to relate effectively to and earn the confidence of staff, students and parents * Enjoy working with students whilst being sensitive to the needs of a diverse age and ability range * Be fair and firm, but friendly and approachable in dealing with students * Be sensitive to students’ needs and concerns * Have the presence of mind to pick up on student issues/welfare problems and report them as necessary * Be lively and engaging with a personality whose “presence” is noted * Have the ability to work independently * Be proactive * Have good health and stamina * Have a good sense of humour * Be smart and well presented * Have a commitment to equal opportunities | * Keen interest in all aspects of school life |

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| Safeguarding  **children** | The Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |