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
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| 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. |