

**PERSON SPECIFICATION: Cover Supervisor/Deputy Cover Co-ordinator**

Essential	Desirable
SKILLS AND EXPERIENCE	
Education to GCSE level with grade C in English and Maths	Education to 'A' level
Experience of working with young people	Worked at a secondary school
Willing to work as a member of a team	Evidence of involvement in team working
Willingness to get involved in the wider life of the school	Experience of extra curricular involvement
Good oral and written communication skills. Speaks grammatically correct English.	Competent IT skills
Experience of an administrative role in an organisation	
PERSONAL QUALITIES	
Commitment	
Ability to establish good relationships with students, parents and staff	
Dependability and sound organisational skills	Good time management
Enthusiasm and good sense of humour	Perseverance
Flexibility	
Ability to work independently and as part of a team	
Good interpersonal skills	
Appreciation of the issues of confidentiality	