



## Person Specification

|                               |   |
|-------------------------------|---|
| <b>Job Title:</b>             | <b>Covers Officer</b>   |
| <b>Responsible to:</b>        | <b>Deputy Head teacher – Line Manager<br/>School Business Manager - Personnel</b>   |
| <b>Contracted Hours/Week:</b> | 37 per week   |
| <b>Contracted Weeks/Year:</b> | 39 weeks (Term time only)   |
|                               |   |
| <b>Main Job purpose:</b>      | Coordination of Supply Staff and Cover Supervisors<br>A significant job role that is responsible for operating, maintaining and managing the schools cover supply system. |

| CATEGORY  | CRITERIA  | ESSENTIAL OR DESIRABLE | METHOD OF ASSESSMENT                         |
|---|---|------------------------|--|
| <b>Education, Qualifications &amp; Experience</b> | <ul style="list-style-type: none"> <li>Education to GCSE level C in English and Maths</li> </ul>  | <b>Essential</b>       | Documentary evidence<br><br>Application Form |
|   | <ul style="list-style-type: none"> <li>Experience of working in a School environment</li> </ul>   | <b>Essential</b>       |  |
| <b>Skills, Knowledge and Understanding</b>        | <ul style="list-style-type: none"> <li>Good working knowledge of Microsoft Office: Word, Excel and Outlook</li> </ul>   | <b>Essential</b>       | Application Form                             |
|   | <ul style="list-style-type: none"> <li>A high level of organisational skills</li> </ul>   | <b>Essential</b>       | References                                   |
|   | <ul style="list-style-type: none"> <li>A high level of accuracy</li> </ul>  | <b>Essential</b>       | Interview                                    |
|   | <ul style="list-style-type: none"> <li>The ability to prioritise, multitask and meet deadlines</li> </ul>   | <b>Essential</b>       |  |
|   | <ul style="list-style-type: none"> <li>The ability to maintain confidentiality when required</li> </ul>   | <b>Essential</b>       |  |
|   | <ul style="list-style-type: none"> <li>The ability to respond effectively and professionally to queries</li> </ul>  | <b>Essential</b>       |  |
|   | <ul style="list-style-type: none"> <li>The ability to follow instructions</li> </ul>  | <b>Essential</b>       |  |
|   | <ul style="list-style-type: none"> <li>The ability to work as part of a team</li> </ul>   | <b>Essential</b>       |  |
| <b>Personal and Professional Qualities</b>        | <ul style="list-style-type: none"> <li>Friendly and approachable</li> </ul>   | <b>Essential</b>       | Application Form                             |
|   | <ul style="list-style-type: none"> <li>Confidence to work alone, use own initiative and make immediate decisions</li> </ul>   | <b>Essential</b>       | References                                   |
|   | <ul style="list-style-type: none"> <li>A willingness to learn new skills</li> </ul>   | <b>Essential</b>       | Interview                                    |
| <b>Safeguarding</b>                               | <ul style="list-style-type: none"> <li>Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)</li> </ul> | <b>Desirable</b>       | Reference<br>Interview                       |
|   | <ul style="list-style-type: none"> <li>Ability to maintain appropriate relationships and personal boundaries with students</li> </ul>                                     | <b>Essential</b>       |  |

|              |  |                  |                            |
|--------------|--|------------------|----------------------------|
| <b>Other</b> | <ul style="list-style-type: none"> <li>• Eligibility to work in the UK</li> </ul>                                | <b>Essential</b> | Application Form Interview |
|              | <ul style="list-style-type: none"> <li>• Appointment subject to enhanced DBS and validated references</li> </ul> | <b>Essential</b> |                            |