**Person Specification**

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Post Title** |  |  | Cover Manager  |  |  |  |  |  |  |  |
|  | **School** |  |  | St. Benedict’s Catholic High School  |  |  |  |  |  |
|  | **Salary Band/Range** | Band F (£15,512- £17,065 pro-rata) |  |  |  |  |  |
|  | **Responsible to** |  |  | SLT |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Essential Criteria** |  | **Desirable Criteria** |  |  | **Measured By** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Education &** |  |  | Maths & English GCSE Grade C or |  | Degree or equivalent |  | Application |  |
|  |  |  |  |  | Form (AF) and |  |
|  | **Qualifications** |  |  | above or equivalent. |  |  |  |  |
|  |  |  |  |  |  | Certificates (C) |  |
|  |  |  |  | Level 3 Qualification. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Skills &** |  |  | Reliable and dependable. |  | Able to manage a |  |  |  |  |  |
|  |  |  |  | class of students. |  |  | AF/I |  |
|  | **Abilities** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Able to work well with young people. |  |  |  |  | AF/I |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Excellent interpersonal and |  |  |  |  |  |  |  |
|  |  |  |  | communication skills [written and oral] |  |  |  |  | AF/I |  |
|  |  |  |  | at appropriate level for interaction with |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | a variety of service users |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Able to display emotional resilience |  |  |  |  |  |  |  |
|  |  |  |  | and work calmly, reliably and |  |  |  |  |  |  |  |
|  |  |  |  | accurately under pressure, to |  |  |  |  |  |  |  |
|  |  |  |  | timescales |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Able to work unsupervised yet as part |  |  |  |  |  |  |  |
|  |  |  |  | of a wider team |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Good sense of humour. |  |  |  |  | AF/I |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Experience &** |  | Clear understanding of the role. | Learning Support | AF/I |  |  |
|  |  |  |  | Assistant |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Knowledge** |  |  |  | qualifications. |  |  |  |  |  |
|  |  |  |  | Good general level of education – to |  |  | AF/I |  |  |
|  |  |  |  | be able to support students across a | Teaching |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | range of subjects with the set work. | qualifications. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Core Qualities** |  | Personal Effectiveness: makes things |  |  |  |  | AF/I |  |  |
|  |  |  |  | happen; operates with resilience, |  |  |  |  |  |  |  |
|  |  |  |  | flexibility and integrity. |  |  |  |  |  |  |  |
|  |  |  |  | Communication: shares and listens to |  |  |  |  | AF/I |  |  |
|  |  |  |  | information, opinions and ideas, using |  |  |  |  |  |  |  |
|  |  |  |  | a range of effective approaches. |  |  |  |  |  |  |  |
|  |  |  |  | Self-Awareness: learns continuously |  |  |  |  | AF/I |  |  |
|  |  |  |  | and effectively adapts behaviour in |  |  |  |  |  |  |  |
|  |  |  |  | response to feedback. |  |  |  |  |  |  |  |
|  |  |  |  | Service Delivery: understands |  |  |  |  | AF/I |  |  |
|  |  |  |  | customer needs and responds |  |  |  |  |  |  |  |
|  |  |  |  | appropriately. |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
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|  |  | **Other** |  | Tactful and courteous |  | AF/I |
|  |  | **Requirements** |  | Open, willing and flexible manner |  |  |
|  |  |  |  | Customer focused attitude |  |  |
|  |  |  |  | An enthusiasm for involvement with |  |  |
|  |  |  |  | students, staff, governors and the |  |  |
|  |  |  |  | school community and can contribute |  |  |
|  |  |  |  | positively to the ethos of the school |  |  |