

Person Specification: Cover Manager

Qualifications & Background		Criteria: E=Essential, D=Desirable	
Knowledge and Experience		Essential	Desirable
Experience of working within a school		✓	
Significant experience of undertaking administrative work		✓	
Able to manage supply and school staff in the application of cover management		✓	
Experience of using a school management information system		✓	
Some experience of supervising others.			✓
Skills and Abilities		Essential	Desirable
Strong knowledge of IT use		✓	
Excellent communication, interpersonal and organisational skills		✓	
Work methodically, with a very good attention to detail		✓	
Effective decision making		✓	
Excellent verbal and written communication skills		✓	
Ability to work under pressure and remain calm during busy periods		✓	
Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc		✓	
Demonstrable communications skills – able to receive and give accurate information to a wide range of people inside and outside of school.		✓	
Able to plan and organise workloads to meet conflicting work demands and deadlines.		✓	
Able to write straightforward reports and read and comprehend complex written information.		✓	
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg safeguarding.			✓
Qualifications		Essential	Desirable
Educated to GCSE (A-C) or Grade 9-4 level or equivalent for English and mathematics		✓	
Safeguarding		Essential	Desirable
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people		✓	
Can demonstrate an ability to contribute towards a safe environment		✓	
Equality Issues		Essential	Desirable
Awareness of the effects of discrimination on students, colleagues, parents and policy		✓	
A commitment to diversity and equality in the working relationships and practice		✓	