**St Mark’s Catholic School**

HEADTEACHER: MS A. WAUGH-LUCAS

BA (Hons), MA, NPQH, PQSI



106 BATH ROAD, HOUNSLOW, MIDDLESEX, TW3 3EJ

TEL: 020 8577 3600

staffroom@st-marks.hounslow.sch.uk

www.st-marks.hounslow.sch.uk

**PERSON SPECIFICATION FOR COVER SUPERVISOR**

* Ability to manage the behaviour of young people in and out of lessons.
* The ability to follow the lesson plan and work left for the students in all subjects and to ensure that the students complete all the work set.
* Excellent organisational skills.
* Willingness to work as part of a team.
* Good communication skills, including ability to word process and use other ICT skills.
* Willingness to train as needed for the job.
* Flexibility and adaptability in tackling the variety of tasks to be done in schools.
* Ability to work on own initiative.
* The ability to meet deadlines.
* Good record of health and attendance.