**PERSON SPECIFICATION**

**Northwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

**Post Title:** **Casual Cover Supervisor / Administrator**

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| **Criterion** | **Essential/Desirable** | **How Assessed** |
| *Education and Qualifications* | | |
| 5 GCSEs A –C or equivalent  Fast and accurate keyboarding skills  Numerate and literate | E | Application form / Certificates |
| Work Experience | | |
| Experience of working in an office environment  Experience of working in a school environment | D | Application form / Interview |
| *Knowledge, skills and ability* | | |
| Up to date knowledge of working practices relevant to the post  Able to deliver services and systems applicable for effective support in the job role. | E | Application/Interview/test |
| Effective written, verbal communication and ICT skills | E | Application/Interview/test |
| *Presentation* | | |
| Personally Effective – excellent organisational skills, ability to prioritise | E | Interview/test |
| Ability to work under pressure and meet deadlines.  Perseverance and determination | E |  |
| Ability to work accurately and confidentially.  Ability to follow procedures  Willingness to work independently and show initiative  Ability to be flexible and work as a member of a team | E |  |
| Ability to ensure that the highest standards of quality and service are achieved in relation to the job role | E | Interview |
| *Other attributes* | | |
| First Aid qualification | D | Application Form |
| Ability to manage student behavior effectively | E | Interview |
| Conscientious, reliable, and calm | E | Interview |
| Understand the principals of confidentiality | E | Interview |
| Where appropriate to attend events and meetings out of school hours | E | Interview |