



# COVER SUPERVISOR / SUPPORT ASSISTANT

Attribute	Essential	Desirable
<b>PROFESSIONAL</b>		
Numerate/literate to at least GCSE standard or equivalent	✓	
Competent within Microsoft Word		✓
Competent within Microsoft Outlook		✓
Strong interpersonal and communication skills	✓	
Experience of school environment		✓
<b>PERSONAL</b>		
Proactive	✓	
Professional attitude	✓	
Smart, professional appearance	✓	
Ability to work effectively under pressure	✓	
Strong team player, being aware and supportive of colleagues	✓	
Ability to use initiative	✓	
Flexible/adaptable approach	✓	
Ability to relate positively with young people	✓	
Ability to communicate effectively with groups of students and staff	✓	
Sense of humour	✓	
Reliable	✓	
Enthusiastic and keen to embrace new opportunities	✓	
Willingness of spirit	✓	
Commitment to the school	✓	