



BURNHAM GRAMMAR SCHOOL

COVER SUPERVISOR

Person Specification

Qualifications and experience	Essential	Desirable
Educated to at least GCSE in English and Mathematics		√
Current valid UK Driving Licence and ability to travel to other sites	√	
Experience of working in a Secondary School		√
Experience of working with or caring for children of the relevant age (11-16)		√
Experience of Microsoft Office systems specifically Word and Excel		√
Experience of SIMS		√
Knowledge	Essential	Desirable
Awareness of the educational objectives of the school as well as understanding of policies relating to health and safety, behaviour and attendance.		√
Awareness of child protection policies		√
Knowledge and understanding of the different classroom roles and responsibilities in relation to this post.		√
Skills and abilities	Essential	Desirable
Excellent listening and communication skills	√	
Excellent planning and organisational skills to include time management.	√	
Ability to work collaboratively with teachers and others	√	
Ability to take responsibility and work with autonomy within set boundaries	√	
Ability to relate sympathetically and appropriately to children	√	
Personal Qualities	Essential	Desirable
Motivation to undertake further professional training as appropriate.	√	
Able to work as part of a team but also confident in working individually without close supervision	√	
Flexibility to adapt to change whilst maintaining predefined standards.	√	