

Lancashire County Council

Person specification form		
Post title: Cover Supervisor	Grade: 6	
Directorate: Children and Young People	Post number:	
Establishment or team: Our Lady's Catholic College, Lancaster		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
GCSE English Grade C or above (or equivalent)	E	AF
GCSE Maths Grade C or above (or equivalent)	E	AF
Good post 16 qualifications	D	AF
Experience		
Success in a role working with young people.	D	AF, I
Ability to support colleagues and work in a collaborative fashion	E	AF, I
Ability to manage a varying and often heavy workload	E	AF, I
Ability to work independently with initiative and accuracy	E	AF, I
Ability to relate professionally to a wide range of people	E	A, I
Knowledge, skills and abilities		
Ability to relate in a warm, friendly but authoritative manner with young people	E	I AF, T
Very good verbal communication skills	E	AF, I
Very good written communication skills	E	
Ability to manage a varying and often heavy workload	E	AF, I
Ability to work independently with initiative and accuracy	E	AF, I
Significant competence with IT and ability to assimilate new software	E	AF, T

<p>Other</p> <ul style="list-style-type: none"> - Dedication to safeguarding and protecting the welfare of children and young people - Commitment to equality and diversity - Commitment to health and safety - Commitment to our Christian ethos - Good record of attendance 	<p>E E E E E</p>	<p>I I I AF, I AF, I, Reference</p>
<p>Prepared by: OLCC</p>		<p>Date: July 2021</p>
<p>Note: We will always consider your references before confirming a job offer in writing.</p>		