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**Person Specification**

**Cover OFFICER**

**The successful candidate will have the following:**

* the ability to prioritise, and to work calmly and effectively, in a busy working environment
* excellent communication, organisational and interpersonal skills
* the ability to work both independently and as part of a team
* a positive, ‘can do’ attitude with colleagues and students
* a high standard of IT skills

**Preferred but not essential:**

* experience in working in a school, and/or an office environment

**The successful candidate will be able to:**

* assess staffing requirements on a daily basis to identify need
* strategically deploy cover staff to support school priorities
* effectively organise the cover team and external supply staff
* monitor quality of supply staff, addressing and reporting issues of performance which do not meet Goffs expectations
* ensure full compliance with safeguarding requirements
* establish professional and high quality relationships with agents as part of securing the highest calibre of staff