



SUTTON GRAMMAR SCHOOL

Person Specification

Role: Cover Supervisor

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> English, Maths GCSE (or equivalent) at Grade C or above 	<ul style="list-style-type: none"> Higher level academic qualifications First Aid training (or willingness to be trained)
Skills, Knowledge & Experience	<ul style="list-style-type: none"> Ability to manage classes of pupils and any potentially challenging behaviour Ability to handle sensitive issues relating to pupils, maintaining confidentiality as required Ability to form good working relationships with pupils, parents and colleagues and work as part of a team Good communication skills Good organisational and time management skills and the ability to work under pressure and independently Adaptability and flexibility in working practices and the ability to use their initiative A high degree of professionalism in their approach to work and tasks set Present a good role model to pupils Experience of administration procedures Excellent knowledge of Microsoft Office and a willingness to learn new computer systems A good sense of humour Ability to apply school policies and strategies in order to contribute to a purposeful learning environment. 	<ul style="list-style-type: none"> Experience of working with supporting and motivating young people Contribute to extra-curricular work of the school