

**PERSONAL SPECIFICATION**

**COVER SUPERVISOR**

E = Essential

D = Desirable

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| **Criteria** |  | **E/D** |
| **Qualifications** | * GCSE grade C or above (or equivalent) in English and Maths
* Further education of ‘A’ levels or equivalent
 | **E****D** |
| **Previous work experience** | * Working with secondary school age students in an educational environment.
* Knowledge and experience of working in Human Resources
 | **D****D** |
| **Professional knowledge and skills** | * ICT literate
* Knowledge of SIMS
 | **E****D** |
| **People management skills** | * Good Listener
* Ability to motivate students
* Able to work professionally with other stakeholders and external agencies
 | **E****E****E** |
| **Personal job related skills** | * Able to work accurately under pressure
* Ability and willingness to adapt quickly to last minute changes or cover arrangements
* Has attention to detail
* Able to prioritise
* Enjoys working with young people
* Excellent presentation skills
* Excellent attendance and punctuality
* Ability to carry out the job description
 | **E****E****E****E****E****E****E****E** |