

**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** |