



Cover Supervisor Person Specification

| | Essential | Desirable |
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| Qualifications and Training | GCSE (or similar) qualifications in English and Maths | Further qualifications in Business, Finance or Administration |
| Skills, Knowledge and Experience | <p>Functional literacy and numeracy skills</p> <p>Know how to use Microsoft Outlook, Word and Excel</p> <p>Work in a busy office environment</p> <p>Use a management information system</p> <p>Cooperate with a variety of stakeholders in an organisation</p> <p>Complete typical administrative tasks</p> <p>Organise your workload independently</p> <p>Adapt to changing priorities</p> <p>Work unsupervised</p> <p>Be accurate with excellent attention to detail</p> <p>Maintain confidentiality</p> <p>Adapt to new systems and processes</p> <p>Work collaboratively with members of a team</p> <p>Communicate well with children</p> <p>Display fairness and respect for students and colleagues</p> <p>Liaise clearly and effectively with teachers, teaching assistants and fellow support staff</p> <p>Communicate effectively when speaking and writing</p> <p>Build lasting working relationships</p> | <p>Know how to use Google Docs, Sheets and Forms</p> <p>Know how to use SIMS</p> <p>Work with students with Special Educational Needs and Disabilities (SEND)</p> <p>Work in a public organisation</p> <p>Work in an education environment</p> <p>Work with children and young people</p> <p>Work in an urban school</p> <p>Work in a school office</p> <p>Deliver excellent customer service</p> <p>Contribute to wider school life</p> <p>Take a proactive and creative approach to problem-solving</p> |

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| | <p>Understand and be honest about your own strengths and areas for development</p> <p>Balance competing priorities</p> <p>Meet deadlines and manage workload</p> <p>Work under pressure</p> <p>Demonstrate resilience, flexibility, humility and a can-do attitude</p> <p>Commit to the school's equality, diversity and inclusion aims</p> <p>Commit to continuing professional development</p> <p>Be a reliable and dependable colleague</p> <p>Have smart personal presentation</p> <p>Demonstrate good timekeeping</p> <p>Demonstrate alignment with school values</p> <p>Comply with school policies</p> | |
| Safeguarding | A commitment to the protection and safeguarding of children and young people | |