

Person Specification

**Job Title:** Cover Supervisor

|  |  |  |
| --- | --- | --- |
| **Knowledge** | **Essential** | **Desirable** |
| Knowledge of standard computer packages |  |  |
| Understanding of behaviour management of students |  | ✓ |
| High standard of computer literacy |  | ✓ |
| **Qualifications** |  |  |
| 5 GCSE’s inc. maths and English at grade C or higher(or equivalent) | ✓ |  |
| Degree/HTLA  |  | ✓ |
| A current First Aid certificate |  | ✓ |
| **Skills** |  |  |
| Good communication skills / ability to give clear and precise instructions | ✓ |  |
| Excellent management and organisation skills | ✓ |  |
| Ability to be flexible and work supportively as part of a team | ✓ |  |
| Ability to carry out clerical tasks | ✓ |  |
| Good organisational skills and ability to prioritise own workload | ✓ |  |
| To be resilient & stay calm under pressure | ✓ |  |
| **Experience**  |  |  |
| Work involving children/young adults | ✓ |  |
| Experience of working in a school environment | ✓ |  |
| Practical experience of using Microsoft Office applications, particularly Work, Excel and Email | ✓ |  |
| **Other**  |  |  |
| Satisfactory Enhanced Disclosure and Barring Service Check | ✓ |  |