

## Personnel Specification – Cover Supervisor

Range of Duties	Essential	Desirable	How identified
Qualifications	No specific qualifications essential Training will be given		
Experience	Experience of working with children/young people	Administrative experience Working in a school environment	Application Interview
Skills	Good relationship with pupils Co-operative relationship with other staff Ability to work independently without supervision Good organisational skills		Reference/Interview Application/Reference/Interview  Reference / interview  Reference / Interview
Attitude	Interest in and enjoyment of working with children Punctuality and good attendance Display a calm & positive attitude Commitment to equal opportunities and inclusion		Application/Reference/Interview  Reference/Application