



Enfield County School for Girls

Person Specification

Cover Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good level of general education – a minimum of 5 GCSE's (A-C) or equivalent including Maths	<ul style="list-style-type: none">• Admin qualification equivalent to NVQ level 3 or 4.
Knowledge and Experience	<ul style="list-style-type: none">• Knowledge of SIMS (School Information Management System) or other Management Information System• IT literate• Competent user of Microsoft Packages	<ul style="list-style-type: none">• Cover related training and CPD• Knowledge of Personnel or Human Resources related reports• Knowledge of arranging cover in a school environment• Knowledge of the management of people in a workplace environment
Skills and Abilities	<ul style="list-style-type: none">• High standard of written and verbal communication skills and to be able to relate well to school staff, students of all abilities, parents and carers and external agencies• Highly developed organisational skills• Sound time management skills, including ability to determine priorities and deal with conflicting deadlines• Ability to work under pressure in the School environment• Ability to maintain effective and accurate records• Ability to work independently and take initiative when appropriate• Ability to pay close attention to detail• An understanding of the necessity for maintaining strict confidentiality• Excellent interpersonal and communication skills (both oral and written)• Flexibility and ability to work as part of, and contribute to, the school's administrative team• Resourcefulness, enthusiasm, patience and a sense of humour• Understanding of professional boundaries/child protection procedures	