**THE GRANGE SCHOOL**



**COVER SUPERVISOR**



# Grange Logo

# THE GRANGE SCHOOL

**PERSON SPECIFICATION**

**Job Title: Cover Supervisor**

|  |  |  |
| --- | --- | --- |
| **Person Specification** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | * Educated to GCSE Level with English and Maths at A\* to C or 9-4 | * Graduate or equivalent |
| **Competencies** | * Ability to relate well to children * Experience of working with young people and adolescents * Awareness of educational establishments and learning environments * Good working knowledge of ICT * Flexible in attitude and approach * Positive and calm under pressure * Good organisational skills * Ability to manage own time effectively * Awareness of, and ability to respond to risk | * Knowledge of MIS system * Knowledge of behaviour management strategies * Awareness of the importance of data protection, confidentiality and safeguarding * Confidence with audio/visual equipment |
| **Personal Attributes** | * Excellent communication skills both written and verbal * Ability to work independently using own initiative * Ability to establish good working relationships with a wide range of students * Ability to handle sensitive matters with discretion and in confidence * Ability to work flexibly * Self-motivated * Presence, dynamism, good sense of humour and approachability | * Awareness of and promotion of equality * Good understanding of safeguarding procedures * Understanding of procedures relating to confidentiality |
| **Other requirements** | * Flexible working approach * Participation in CPD training * Capacity to learn new skills, use initiative and implement new ways of working | * Demonstrate a clear commitment to develop and learn in the role |