**THE GRANGE SCHOOL**



**COVER SUPERVISOR**



# Grange Logo

# THE GRANGE SCHOOL

**PERSON SPECIFICATION**

**Job Title: Cover Supervisor**

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| **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
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| **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
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| **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
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| **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
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