

## **Person Specification – Cover Supervisor**

### **Qualifications (Essential Requirements)**

- 5 GCSE's including English and Maths at Grade C or above (or equivalent)

### **Experience (Essential Requirements)**

- Experience of working with children/young people
- Experience of working in an educational environment

### **Skills and Abilities (Essential Requirements)**

- Basic knowledge of SIMS, Microsoft Word and Excel
- Excellent organisational and classroom management skills
- Ability to collaborate productively with colleagues and work towards common goals as a team member
- Ability to manage students firmly, fairly and effectively.
- Ability to relate well to children and adults
- Ability to use own initiative
- Ability to employ sound judgement and apply a flexible approach to work
- Ability to work under pressure and remain calm in difficult situations

### **In addition the successful candidate will need:**

- Eligibility to work in the UK
- Willingness and ability to be involved in whole school activities and contribute to the school's specialism in Performing and Visual Arts
- Commitment to equal opportunities
- Good ICT skills
- Good personal presentation
- Excellent attendance and punctuality
- Humour, optimism, flexibility and ambition
- Loyalty
- To be a team player