

Person Specification
Cover Manager

	<u>Essential</u>	<u>Desirable</u>
Education and Training		
Good standard of general education, including English and Maths at Level 2 (i.e. GCSE or equivalent)	✓	
Relevant qualifications or training in reprographics equipment		✓
Experience		
Experience of working in a school environment		✓
Experience of coordinating staff cover or timetabling		✓
Experience of payroll and HR administrative processes		✓
Experience of working with supply agencies/staffing providers		✓
Experience of working directly with children in a classroom environment	✓	✓
Experience of working in a team		✓
Experience and IT proficiency including use of management systems and data input	✓	
Special aptitudes and abilities		
Ability to work independently, part of a team and take initiative	✓	
Willingness to undertake early starts, work flexibly, support administrative functions including occasional variation in hours.	✓	
Ability to handle confidential information with discretion. Understanding of safeguarding, confidentiality and compliance procedures	✓	
Strong organisational skills and ability to prioritise workload and manage competing priorities and respond quickly to change	✓	
Good interpersonal skills	✓	
Good oral and written communication skills	✓	
Ability to work under pressure to meet deadlines and targets	✓	
Good organisational and planning skills	✓	
Other requirements		

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Ability and willingness to undertake continuous professional development	✓	
Commitment to the highest possible levels of health and safety for students, staff and others	✓	
To have a strong sense of purpose and the drive to achieve agreed goals	✓	
Understanding of and a commitment to the Trust's Equal Opportunities Policy	✓	

Employees of The White Hills Park Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.