



PERSON SPECIFICATION

Post Title: Cover Supervisor

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	GCSE English and Maths grade C or above (or equivalent) Evidence of continued Professional Development. Willingness and ability to obtain and/or enhance qualifications and training for development in this post.		Application Form Certificates Interview
RELEVANT EXPERIENCE	Experience of working in a school/college environment. Experience of strong organisational skills. Experience of strong oral and verbal communication skills.	A minimum of 3 years relevant experience of working with school age children.	Application Form References Interview
KNOWLEDGE AND SKILLS	Basic understanding of structure and content of National Curriculum. Ability to work as part of a team, as well as to work independently. Ability to communicate and relate to staff and pupils. Knowledge of Child Protection procedures.	Experience of relevant learning and/or behaviour strategies. Good use of ICT systems.	Application Form References Interview
PERSONAL CHARACTERISTICS	Ability to form and maintain appropriate relationships with both adults and children. Ability to work under pressure and to meet deadlines. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Highly developed interpersonal skills. Ability to self-motivate. Understands and abides by the need for confidentiality. Ability to manage a complex and varied range of tasks and responsibilities efficiently and effectively. Ability to cope in stressful situations.		Application Form References Interview
PHYSICAL ATTRIBUTES	As assessed and advised by Occupational Health.		Medical Questionnaire Medical examination if required
ADDITIONAL REQUIREMENTS	Good level of attendance. Reliability and willingness to be flexible.		
The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service			