


Person Specification

	Role:	Cover Manager
	Salary Scale:	S01 £38,256 to £39,276 (actual salary £32,370 to £33,233) - Term Time Only
	Updated:	11th June 2026

Descriptor	Requirement	Evidence
	D: Desirable E: Essential	A: Application I: Interview
Qualifications/Training		
Educated to GCSE level (or equivalent), including at least Grade C/4 in English and Maths	E	A
Relevant IT software package qualifications/certifications	E	A
Relevant and recent training qualification/certification (e.g. HLTA qualification)	D	A
Educated to Degree level or equivalent	D	A
Professional Experience		
Experience of working as a Cover Manager, Cover Officer or in a similar environment	E	A + I
Experience of advancing pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes	E	A + I
Familiarity with the school curriculum, age-related expectations, teaching methods and testing/examination frameworks relevant to the subjects and age ranges involved	E	A + I
Understanding of lesson aims, content, teaching strategies and intended learning outcomes, and their place within the wider teaching programme	E	A + I
Experience of planning and coordinating the work of others in a time-pressured environment	D	A
Experience of using Microsoft Office and/or Google Workspace to produce a range of professional documents	E	A + I
Willingness to participate in further training and professional development opportunities offered by the school	E	A + I
Competencies, Knowledge & Understanding		
Ability to build and maintain positive relationships with staff and students	E	A + I
Proficient user of SIMS or another Management Information System (MIS)	E	A + I
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality	E	A + I
Ability to plan time effectively, organise workloads and coordinate the work of others	E	A + I
Ability to demonstrate initiative and work independently when required	E	A + I

<i>Personal Qualities</i>		
Early starter with a strong work ethic	E	A
Commitment to working in a busy school environment	E	A + I
Flexible, motivated and committed to achieving high standards of work	E	A + I
Good attendance and punctuality	E	A + I
Energy, enthusiasm and a positive attitude	E	A + I
Adaptability to changing circumstances and new ideas	E	A + I
Professional approach to work at all times	E	A + I
Resilient and determined in achieving goals and overcoming challenges	E	A + I
Commitment to the ethos and values of the school	E	A + I
Willingness to be flexible and undertake additional duties when required	E	A + I
<i>Equal Opportunities Awareness</i>		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	A + I
A commitment to working in a multi-cultural environment and with pupils and staff from diverse backgrounds and abilities	E	A + I
A commitment to working in a flexible and collaborative manner with all members of the school community	E	A + I
<i>Child Protection & Safeguarding Awareness</i>		
A strong understanding of child protection and safeguarding matters	E	A + I
A commitment to safeguarding and promoting the welfare of young people	E	A + I

Equality and Diversity
We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children
Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.
If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.