



OAK TREE SCHOOL

PERSON SPECIFICATION

Cover Administrator

Qualifications, training and education

NVQ Level 3 or equivalent qualification.

Skills and abilities

Technical skills

- Knowledge of management information system packages, or the ability and willingness to learn, to support accurate cover and absence records.
- Excellent Microsoft Office skills, including Word, Excel and Outlook, to support accurate and efficient administration.
- At least two years' experience in a similar administrative environment.
- Experience of working within a busy and diverse environment.

Communication

- Excellent communication skills, with the ability to communicate clearly and professionally with colleagues and external agencies.
- Ability to manage professional relationships with tact, diplomacy and sensitivity.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Organisation and planning

- Excellent organisational skills, with the ability to prioritise competing demands and meet tight deadlines so that cover arrangements support continuity of learning.
- Ability to work independently and as part of a team.
- Ability to remain calm under pressure and respond proactively and adaptably to changing requirements.

Personal qualities

- Reliability, resilience and a strong sense of responsibility.
- A flexible approach to working and a commitment to ongoing personal development.
- Tact, diplomacy and sensitivity when handling confidential or sensitive matters



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Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Ability to comply with safeguarding procedures relating to supply colleagues and other adults working within the school.
- Willingness to undertake the employment checks and enhanced Disclosure and Barring Service check required for the role.