

Person Specification - Cover Manager

Category	Essential	Desirable
Qualifications & Training	Educated to GCSE level (including English and Maths) or equivalent. Evidence of commitment to ongoing professional development. Willingness to undertake training relevant to the role.	Relevant qualification in education, administration, management or leadership. First Aid qualification or willingness to undertake training.
Experience	Experience of working in an educational, administrative or operational support role. Experience organising and coordinating staff deployment, rotas or schedules. Experience managing, supervising or supporting a team. Experience maintaining accurate records and working to deadlines. Experience dealing with confidential and sensitive information.	Experience working within a secondary school environment. Experience of managing cover arrangements or timetabling. Experience liaising with supply agencies and external providers. Experience managing budgets or monitoring expenditure.
Knowledge & Skills	Excellent organisational and planning skills. Strong communication skills. Excellent ICT skills. Ability to maintain accurate records and produce reports.	Knowledge of BromCom. Understanding of cover management and timetabling processes. Knowledge of agency staff procurement procedures.

	Ability to work under pressure. Strong problem-solving and decision-making skills. Understanding of safeguarding and health and safety. Ability to lead and support others.	
Personal Qualities & Attributes	High standards of professionalism and integrity. Calm, resilient and adaptable. Works independently and as part of a team. Positive and approachable. Acts as a role model. Attention to detail. Commitment to development and Trust ethos.	Ability to motivate and develop others. Experience supporting induction or mentoring.
Other	Commitment to equality, diversity and inclusion. Commitment to safeguarding. Health and Safety awareness. Flexibility to attend meetings and events.	Involvement in extracurricular activities or school events.