



# Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ

Headteacher: Mr. James Pilgrim

## Kents Hill Park School

## Person Specification – Cover Supervisor

		Essential	Desirable	A/C/I/R
Qualifications and Education	Excellent literacy and numeracy skills, studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	*		A
Experience	Experience of working with children/young people in a learning/education or similar environment	*		AR
	Current knowledge and experience of using databases such as SIMS, and Microsoft programmes such as outlook, excel and word	*		A
Skills and Abilities	Ability to build and form good relationships with pupils, parents/carers and colleagues	*		R
	Highly organised and effective under pressure	*		IR
	Ability to work constructively as part of a team, understanding school roles and responsibilities	*		AR
	Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, pupils and other professionals	*		AR
	Ability to learn and use a range of strategies to deal with classroom and individual pupil behaviour	*		AIR
	Ability to improve own practice/knowledge through self-evaluation and learning from others	*		AR
	Ability to use ICT packages and equipment effectively to support learning	*		AR
Personal Qualities	Commitment to the highest standards of safeguarding and child protection	*		AR
	Initiative and ability to prioritise one's own work	*		R
	Able to follow direction and work in collaboration with Line Manager/Team	*		R
	Able to work flexibly to meet deadlines and respond to unplanned situations	*		AR
	Desire to enhance and develop skills and knowledge through CPD	*		R
	Recognition of the importance of personal responsibility for Health & Safety	*		R



Web: [www.kentshillpark.school](http://www.kentshillpark.school) Email: [office@kentshillpark.school](mailto:office@kentshillpark.school) Telephone: 01908 533290

Kents Hill Park School is part of the Kingsbridge Educational Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ.

Kents Hill Park School is committed to safeguarding children.

	Commitment to the school ethos, aims and its whole community	*		R
Knowledge	Knowledge of child safeguarding and child protection procedures	*		AR
	Understanding of statutory frameworks relating to teaching		*	R

**A** - Application form

**I** - Interview

**R** - References



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