

## Cover Supervisor

### PERSON SPECIFICATION

#### Qualifications and Training

	Essential	Desirable	Method
GCSE (or equivalent) in English and Maths at Grade C or above	✓		A
Relevant qualification and/or training (eg. NVQ Level 3)	✓		A
Recent evidence of commitment to own professional development	✓		A

#### Knowledge and Understanding

	Essential	Desirable	Method
Knowledge of general office procedures and practice	✓		A/I
Knowledge of school systems and procedures	✓		A/I
Knowledge of strategies for promoting positive behaviour	✓		A/I

#### Skills and Experience

	Essential	Desirable	Method
Experience of working within a school and team environment	✓		A
Excellent interpersonal and communication skills	✓		A/I
Ability to form strong and effective relationships with colleagues	✓		A
Ability to use ICT packages such as Microsoft Excel, Word, Outlook	✓		A
Experience of dealing with difficult and challenging situations	✓		A/I
Able to work under pressure and use own initiative where appropriate	✓		A/I
Excellent organisational skills, able to prioritise tasks and manage time effectively	✓		A/I

#### Personal Attributes

	Essential	Desirable	Method
A passion and commitment for working with young people and a willingness to contribute to extra-curricular work of the academy	✓		I

A strong commitment to improving the outcomes for students	✓		I
Act as a role model for students and staff by setting high professional standards	✓		I
Team player	✓		A/I
Personable, approachable and able to gain the respect of others	✓		I
Commitment to the safeguarding and promoting the welfare of children	✓		I

A – Application Form  
I - interview