

**Cover Supervisor**

**PERSON SPECIFICATION**

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| **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 |

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

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| **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 |
| First Aid at work qualification or a willingness to work towards |  | ü |  |

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| **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

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*