

Person Specification

Job Title: Cover Supervisor

Knowledge, Skills and Ability	Essential	Desirable
Good communication and listening skills	✓	
Ability to maintain and respect confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Ability and willingness to inspire students and get the best out of them during lessons	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of school child safeguarding procedures		✓
Qualifications		
Level 2 qualifications in English and Maths grades A to C or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Experience of working in a school environment		✓
Other		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Occupational Health	✓	