Person Specification

Job Title: Cover Supervisor

Knowledge	Essential	Desirable
Knowledge of standard computer packages	✓	
Understanding of behaviour management of students		✓
High standard of computer literacy		✓
Qualifications		
5 GCSE's inc. maths and English at grade C or higher(or equivalent)	✓	
Degree/HTLA		✓
A current First Aid certificate		✓
Skills		
Good communication skills / ability to give clear and precise instructions	✓	
Excellent management and organisation skills	✓	
Ability to be flexible and work supportively as part of a team	✓	
Ability to carry out clerical tasks	✓	
Good organisational skills and ability to prioritise own workload	✓	
To be resilient & stay calm under pressure	✓	
Experience		
Work involving children/young adults	✓	
Experience of working in a school environment	✓	
Practical experience of using Microsoft Office applications, particularly Work, Excel and Email	✓	
Other		
Satisfactory Enhanced Disclosure and Barring Service Check	✓	