

PERSON SPECIFICATION

Cover Supervisor

	Essential criteria	Desirable criteria
Qualifications	<p>English and mathematics GCSE (or equivalent) at Grade C (5) or above</p> <p>Willingness to undertake further relevant study or training.</p>	
Experience	<p>Experience of using word processing, spreadsheets, database and IT packages</p> <p>Experience of working with young people and parents</p> <p>Experience of working in a school environment</p> <p>Understand and be able to use a range of strategies to deal with classroom behaviour, activities, the physical learning space and resources for which he/she is responsible.</p> <p>.</p>	<p>Experience of working with Behaviour Management, Child Protection and Special Education Needs (SEN) issues</p> <p>Experience of working with SIMS or a similar data management system</p>
Knowledge and Skills	<p>Highly competent in the use of ICT – especially Excel and Word</p> <p>Excellent communication skills, both written and oral</p> <p>Excellent administrative and organisational skills</p> <p>Extremely organised and able to deliver on time and to agree quality standards</p> <p>Understand the importance of confidentiality and discretion</p> <p>Ability to prioritise own workload</p> <p>Ability to relate to young people</p>	<p>Understand current special educational needs legislation procedures for schools</p>
Personal Attributes	<p>Motivated, enthusiastic and flexible</p> <p>Friendly, helpful, welcoming</p> <p>Excellent interpersonal skills</p> <p>A desire to develop yourself and those around you as individuals</p> <p>Ability to work under pressure</p> <p>Accurate with good attention to detail</p> <p>Ability to work within a team</p>	

Please note that a full Enhanced DBS will be required in order to comply with the Schools Safeguarding Policy.