



## PERSON SPECIFICATION

### Cover Supervisor

#### Qualifications

- GCSE grade C or above (or equivalent) in English and Maths (essential)
- Further education of 'A' levels or equivalent (highly desirable)

#### Previous Work Experience

- Working with secondary school age students in an educational environment (preferable)

#### Professional Knowledge Skills & Experience

- ICT literate (essential)

#### People Management Skills

- Good listener (essential)
- Fair but challenging so that high standards are achieved (essential)
- Ability to motivate students (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

#### Other Personal Qualities

- Able to work accurately under pressure (essential)
- Ability and willingness to adapt quickly to last minute changes or cover arrangements (essential)
- Has attention to detail (essential)
- Able to prioritise (essential)
- Eye for detail (essential)
- Enjoys working with young people (essential)
- The ability to create, learn or adopt new systems of working (essential)
- Excellent presentation skills (essential)