

# Cover Administrator Person Specification



**ALEC REED ACADEMY**  
PROUD TO LEARN



## Knowledge, Qualifications and Experience

Essential:

- GCSE English and Mathematics Grade C / 4 or above (or equivalent)
- Educated to Level 3 standard (A-Level/NVQ or equivalent)
- Experience of working under pressure and prioritising deadlines
- Strong organisational and administrative skills
- Excellent communication skills



Desirable:

- Previous experience in an educational environment or similar role
- Experience of ClassCharts and/or SIMs



## Abilities and Interests

- Pro-active self-starter with excellent communication and interpersonal skills
- Approachable manner with the ability to show assertiveness when necessary
- Ability to maintain calm during pressurised situations
- Reliable, conscientious and responsible
- Ability to provide support and in cases of emergency; covering classes in the absence of a teacher
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player
- Adaptability and contributor to changing circumstances and new ideas
- Ability to develop and maintain good professional relationships with students, staff and parents
- A willingness to become involved in wider Academy initiatives and activities
- Committed to school life and building effective relationships with all members of the school community.

