



Person Specification

Post Title: Cover Manager

Scale 4

Line Manager: Assistant Headteacher

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none">• GCSE's to include maths and English at Grade C/5 or above (or equivalent)• Must be skilled in the use of Microsoft Office software including word processing, Outlook and PowerPoint. Must be highly skilled in the use of Excel.	Experience of using Bromcom
Experience	<ul style="list-style-type: none">• Working as part of a team• Dealing diplomatically, tactfully and sensitively with people in difficult situations• Able to prioritise and manage workloads effectively• To work accurately and effectively under pressure• Working with spreadsheets	Previous experience in school Exams
Skills/Attributes	<ul style="list-style-type: none">• Ability to build and form good relationships with colleagues and external agencies• Ability to work constructively as part of a team, understanding school roles and responsibilities including own• Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, and other professionals.	
Personal Qualities	<ul style="list-style-type: none">• Able to work under pressure and to deadlines• Must be trustworthy as some work will be of a confidential nature.• Flexibility and patience• Commitment, enthusiasm and energy• Must be able to work unsupervised and work on his/her own initiative to a very high standard.	A sense of humour