

PERSON SPECIFICATION: Cover Manager

KEY:	
A	APPLICATION FORM
I	INTERVIEW

	ESSENTIAL	IDENTIFIED BY		DESIRABLE/HELPFUL	IDENTIFIED BY	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English or equivalent 	A	I	<ul style="list-style-type: none"> Any additional relevant qualifications/ training 	A	I
EXPERIENCE	<ul style="list-style-type: none"> Experience of using I.T. in a variety of applications. High level of admin skills requiring accuracy and diligence Experience of working with external agencies 	A		<ul style="list-style-type: none"> Knowledge of school MIS systems (Arbor) 	A	
QUALITIES	<ul style="list-style-type: none"> Excellent interpersonal and communication skills Ability to work as part of a team Ability to use own initiative and be flexible Ability to work under pressure and meet deadlines Well-developed multi-tasking and time management skills Good literacy and numeracy skills Effective and efficient organisational skills Ability to build professional relationships with staff, students and external contacts Ability to maintain confidentiality in line with GDPR requirements Good ICT skills Self-motivated and proactive 	A	I			
OTHER	<ul style="list-style-type: none"> Commitment to quality and continuous improvement 	A				I

	<ul style="list-style-type: none"> • Of smart and professional appearance • Supportive of the Catholic ethos • Knowledge and compliance with policies and procedures relevant to child protection and health and safety. 		<p style="text-align: center;"> </p>			
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St. Mary's is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.