**Person Specification**

**Cover Manager**

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| **Factors** | **Essential** | | **Desirable** | |
| **Experience** | E1 | Previous experience of working in a similar role, preferably in a school | D1 | Previous experience of working in an administrative role |
| E2 | Excellent communication skills, with the ability to communicate effectively with staff and visitors | D2 | Experience of working with a School MIS (SIMS) |
| E3 | To have good IT skills and to effectively use computers | D3 | Good working knowledge of Microsoft Office 365 |
| **Personal Attributes** | E4 | Strong interpersonal and communication skills. |  |  |
| E5 | The ability to build strong relationships with staff across the school and external suppliers. |  |  |
| E6 | Excellent time management skills and the ability to prioritise, manage workload and work to tight deadlines |  |  |
| E7 | Ability to work autonomously and work on own initiative |  |  |
| E8 | Ability to adapt new systems quickly |  |  |
| E9 | Willingness to be an effective team member and contribute to the wider life of school |  |  |
| E10 | Able to work unsupervised to a high standard and within agreed timescales |  |  |
| E11 | Ability to work proactively to meet deadlines, respond to unplanned situations and use initiative to resolve day-to-day problems |  |  |
| E12 | To work flexibly which may including evenings by prior arrangement |  |  |
| **Special Requirements** | E13  E14 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E15 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies |  |  |
| E16 | Compliance with health and safety policies, rules and regulations |  |  |
|  | E17 | To uphold the Catholic ethos of our schools |  |  |

**May 2022**