



Cover Officer

Person Specification

- Understanding of and commitment to the ethos and values of the school
- A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour
- High levels of organisation and efficiency. To be able to work on own initiative and prioritise work
- Ability to work under pressure, to meet deadlines and respond to constant changes
- Inter-personal skills e.g. diplomacy, confidentiality, sensitivity to the needs of others
- Good communication skills – both orally and written
- Team working skills e.g. willingness to work with others, provide support and learn from colleagues
- A good level of ICT skills with sound knowledge of Word, e-mail and use of internet
- Respect for the highest levels of confidentiality
- Good standard of education
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment