

Notre Dame High School Person Specification

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title: Cover Supervisor

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
Knowledge, skills & experience		
Previous experience of working with secondary school children	D	Application Interview
Proficient computer skills, Microsoft packages	E	Application Interview
Strongly developed organisational skills	E	Application Interview
Ability to prioritise work	E	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview
Good interpersonal skills with strong two way communication	E	Application Interview
Ability to work as a member of a team and be accountable	E	Application Interview
Ability to handle conflict and change with optimism and resilience	E	Application Interview
Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview
Personal qualities, values and attributes		
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Values all children equally	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Subject / post specific requirements		
Good basic education to GCSE level in literacy and numeracy, or the equivalent	D	Application
Willingness to take part in appropriate training and personal and professional development	E	Interview