

THE GRANGE SCHOOL



COVER SUPERVISOR





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PERSON SPECIFICATION

Job Title: Cover Supervisor

Person Specification		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Educated to GCSE Level with English and Maths at A* to C or 9-4 	<ul style="list-style-type: none"> Graduate or equivalent
Competencies	<ul style="list-style-type: none"> Ability to relate well to children Experience of working with young people and adolescents Awareness of educational establishments and learning environments Good working knowledge of ICT Flexible in attitude and approach Positive and calm under pressure Good organisational skills Ability to manage own time effectively Awareness of, and ability to respond to risk 	<ul style="list-style-type: none"> Knowledge of MIS system Knowledge of behaviour management strategies Awareness of the importance of data protection, confidentiality and safeguarding Confidence with audio/visual equipment
Personal Attributes	<ul style="list-style-type: none"> Excellent communication skills both written and verbal Ability to work independently using own initiative Ability to establish good working relationships with a wide range of students Ability to handle sensitive matters with discretion and in confidence Ability to work flexibly Self-motivated Presence, dynamism, good sense of humour and approachability 	<ul style="list-style-type: none"> Awareness of and promotion of equality Good understanding of safeguarding procedures Understanding of procedures relating to confidentiality
Other requirements	<ul style="list-style-type: none"> Flexible working approach Participation in CPD training Capacity to learn new skills, use initiative and implement new ways of working 	<ul style="list-style-type: none"> Demonstrate a clear commitment to develop and learn in the role