



ARTHUR MELLOWS VILLAGE COLLEGE



Person Specification – Cover Supervisor

	ESSENTIAL	DESIRABLE
Qualifications	GCSE English and Maths or equivalent (minimum Grade C/4) 5 or more GCSEs (or equivalent qualification) at Grade C/4 or above Enhanced DBS	Level 3 qualifications (eg A Levels)
Knowledge, Skills and Experience	Ability to relate well to students Good ICT skills Ability to work with limited supervision and utilise initiative Well organised Proactive Excellent communication skills in English Good time management Ability to prioritise Undertake administrative tasks	SIMs database Experience working with children Ability to meet with parents Interest in student welfare Ability to meet with parents and external agencies
Personal Qualities	Flexibility Enjoys a challenge Confident disposition Team Player Person Skills Sense of humour	Using initiative.

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.