

**COVER SUPERVISOR
PERSON SPECIFICATION**

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
GCSE A*-C (or equivalent) including English Language and Maths	X	
Relevant Professional and/or management qualification		X
Education and Training		
Experience of working with students aged 11-16		X
Evidence of addressing large groups of students/giving presentations		X
Experience of providing administration support		X
ICT Skills	X	
Skills, Knowledge and Abilities		
Competent use of ICT packages	X	
Understand the principles of the teaching and learning process		X
Ability to work on own initiative with minimum of supervision	X	
Ability to relate well to students, be an effective role model and motivate students to achieve success	X	
Ability to raise standards of attainment and aspiration	X	
Professional manner at all times	X	
Excellent interpersonal and organisational skills	X	
Numeracy and literacy skills	X	
Excellent communication skills, both verbal and written	X	
Other Job Specific Requirements		
A proven record high level of attendance; honest; able to work effectively with little supervision and polite and courteous to all at St Clere's School	X	
Willingness to be flexible with working hours to respond to the needs of the school	X	
Ability to remain calm under pressure and have a sense of humour	X	
Committed to safeguarding and promoting the welfare of students at St Clere's School	X	
Disqualifying Factors		
Indication of sexist, racist, or anti disability attitudes or any other attitudes in conflict with the Council's Equal Opportunities Policy.	X	
An inability to provide relevant documentation which permits working in the UK, e.g. passport, visa and work permit, birth certificate.	X	

Essential requirements (without which a candidate would simply be unable to do the job).

Desirable (those which would be useful for the post-holder to possess).