



### Person Specification - Cover Supervisor

Minimum Essential requirements		Method of Assessment
<b>Work Related Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to form positive relationships with children and adults</li><li>• Ability to persuade and motivate learners</li><li>• Good interpersonal skills</li><li>• Effective communication skills</li><li>• The ability to work with tact and diplomacy</li><li>• The ability to remain calm and patient in difficult situations</li></ul>	Application form/Interview Interview Interview Interview Application form/Interview Interview
<b>Experience/Education</b>	<ul style="list-style-type: none"><li>• Evidence of understanding and commitment to education</li><li>• Good basic education (including GCSE grade A* - C in Maths and English)</li><li>• Good ICT skills including good working knowledge of a variety of Microsoft applications</li><li>• Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally</li><li>• Experience of working in a mainstream secondary education setting.</li><li>• A flexible approach to working</li></ul>	Application form/Interview
<b>Training</b>	<ul style="list-style-type: none"><li>• A commitment to training and development</li><li>• Ability to work with or without direct supervision</li></ul>	Application form/Interview Application form/Interview