

Person Specification - Cover Supervisor

Minimum Essential requirements		Method of Assessment
Work Related Skills and Knowledge	Ability to form positive relationships with children and adults	Application form Interview
	Ability to persuade and motivate learners	Interview
	Good interpersonal skills	Interview
	Effective communication skills	Interview
	The ability to work with tact and diplomacy	Application form Interview
	The ability to remain calm and patient in difficult situations	Interview
	Evidence of understanding and commitment to education	Application form Interview
Experience/Education/Training	Good basic education (including GCSE grade A* - C in Maths and English)	Application form Interview
	Good ICT skills including good working knowledge of a variety of Microsoft applications	Application form Interview
	Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally	Application form Interview
Other Requirements	A flexible approach to working	Application form Interview
	A commitment to training and development	Application form Interview
	Ability to work with or without direct supervision	Application form Interview