

Torquay Girls' Grammar School



Person Specification: Cover Supervisor

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A record of good academic achievement • Be able to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> • GCSE Maths and English Grade C or above • Evidence of continuing professional development
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience of working with students in a formal setting without immediate supervision • Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure • Good administrative, organisational and computer skills 	<ul style="list-style-type: none"> • Experience of working in an education environment • Record keeping, information retrieval and dissemination of data/documentation • Knowledge of Data Protection legislation
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills with children and adults • Ability to use own initiative to work flexibly and respond positively to a range of situations • Ability to multi-task effectively 	
Other	<ul style="list-style-type: none"> • An understanding of, and commitment to, Safeguarding/Child Protection 	