



The King's School Person Specification

COVER SUPERVISOR			
CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Education/Training/ Experience	<ul style="list-style-type: none"> ▪ A good standard of education to at least Level 2 i.e. 5 GCSEs A*/9 – C/4 or equivalent. ▪ English qualification to Level 2 or its equivalent (grade C or equivalent). ▪ Experience of using ICT/technology. 	<ul style="list-style-type: none"> ▪ Level 2 qualifications in mathematics and ICT (grade C/4 at GCSE or equivalent). ▪ Qualifications to Level 3 (A Level) or equivalent. ▪ Experience of working with children or a relevant age group in a learning environment. ▪ Photocopying and printing. 	Application
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Knowledge of Office based ICT - Word, Excel and PowerPoint. 	<ul style="list-style-type: none"> ▪ Knowledge of basic audio-visual equipment. 	Application, interview and references
Interpersonal Skills	<ul style="list-style-type: none"> ▪ Ability to work with groups of students or individuals. ▪ Excellent communication skills (verbal and written). ▪ Excellent organisational skills. ▪ Adaptable and flexible approach to job roles and responsibilities – every day is different. ▪ Ability to work as part of a team. ▪ Willingness to learn new skills. ▪ Ability to show initiative. ▪ Ability and willingness to develop ICT skills (Word, Excel and PowerPoint). ▪ Ability and willingness to develop good classroom practice. 		Application, interview and references