



## The King's School Person Specification

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