



**ST MARY'S CATHOLIC SCHOOL**  
Windhill, Bishop's Stortford, Hertfordshire CM23 2NQ  
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Part of the St Francis of Assisi Catholic Academy Trust



**Cover Supervisor  
Term Time Only  
H3 5-6**

**Person Specification**

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience. However, it is not necessary to meet all of these prior to commencement of role. Support and training will be available for the right candidate.

<b>Skill/experience/qualification/attribute</b>	<b>Essential</b>	<b>Desirable</b>
A 'can do' attitude, and flexible approach willing to take on new challenges and opportunities	✓	
A willingness to undertake training and development to meet the needs of the school	✓	
A clear enthusiasm for education and learning	✓	
A desire to work in education in a secondary school setting	✓	
High levels of interpersonal skills	✓	
Lively, energetic and enthusiastic	✓	
Able to use information technology with confidence (MS Office)	✓	
An awareness of Safeguarding and Safer Working Practices	✓	
Confident in the management of students		✓
Experience of SIMS other school information management systems		✓
Experience of working in a school or similar setting		✓
Experience of working with young people/young adults		✓
Suitably qualified (ideally, but not essentially, to NVQ Level 2/3 or degree status or equivalent)	✓	
A good level of maths and general education	✓	
A very good level of written and spoken English	✓	
Able to deliver lessons to school students		✓
Able to work cooperatively with Teachers and support staff in a secondary school	✓	
An ability to be independent, working on your own initiative	✓	

**June 2024**