

Person Specification

Cover Supervisor/Student Support

Criteria	Essential	Desirable
Academic Qualifications		
Evidence of 5 or more GCSEs, including English and Maths	X	
Experience of similar environments i.e. working with young people	X	
Evidence of advanced study (level 3)		X
Degree and qualified teacher status		X
Educational Experience		
Evidence of working in a team and the ability to work collaboratively.	X	
Evidence of success in organisation and administration in some form of children's/ office environment.	X	
Working as part of a team Evidence of involvement in extra-curricular activities, youth work, voluntary work and educational visits in schools or similar institutions.	X	
Some teaching experience or time in a classroom environment in a youth centre or similar educational establishment.		X
Degree and qualified teacher status		X
Knowledge and Skills		
Ability to build and form good relationships with students, colleagues and other professionals	X	
Good verbal and written communication skills to ensure effective communication with colleagues, students and other professionals	X	
Experience of Admin work including filing, dealing with phone calls, working with confidential material and records. An appreciation of IT, whether for presentation, pupil administration and the tracking of performance.	X	

Experience of maintaining data in a secure environment. To act in accordance with professional codes at all times, including maintaining confidentiality when dealing with sensitive information		
Ability to absorb and understand a wide range of information	X	
Play an active role in terms of safeguarding students		
Some understanding of skills required to work with 11-18 year old students		X
Personal Qualities		
Personal qualities in the applicant which make them suitable to work with children and young adults as well as fit into an administrative team.	X	
Commitment to partnership between school, parents, community, governing body and others who have an interest in the school.	X	
Proven ability to work as a team member	X	
Ability to work under pressure	X	
Pragmatically optimistic	X	
Drive, energy, commitment and "willingness to go the extra mile"	X	
Personal "presence" and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour	X	