



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

Safeguarding the students is of the highest importance to us – **all staff will require enhanced DBS disclosure.**