

PERSON SPECIFICATION – Cover Supervisor

QUALIFICATIONS/ABILITIES/SKILLS	ESSENTIAL	DESIRABLE
Educated to minimum GCSE Maths and English A*-C / 9-5 or equivalent qualification.	•	
Educated to A Level (or equivalent) or relevant vocational experience.	•	
Experience in working with school information management systems (Bromcom/SIMS or equivalent MIS).	•	
Be able to hold authority.	•	
Excellent knowledge of analysis software and ICT packages, including Microsoft Excel to an advanced level including Microsoft Word, Excel, Office 365, Email.	•	
Have experience of working with children/young people.	•	
Be trained in and have sound behaviour management skills (whole class and individual).	•	
Excellent analytical skills.	•	
Excellent written and oral communication skills, in particular the ability to communicate data and analysis to colleagues including those from non-technical backgrounds.	•	
Keen eye for detail and accuracy with data.	•	
Good knowledge and understanding of school, its organisation, activities, and policies.		•
Experience of working in a school in a similar role.		•
Ability to research and stay up to date with all school performance measures.	•	
Ability to work on own initiative as well as part of a team	•	
Ability to maintain confidentiality at all times	•	
Good organisational skills and ability to meet deadlines	•	
Ability to plan, priorities and organise own work schedule.	•	
Ability to stay calm under difficult situations	•	
Knowledge and understanding of GDPR	•	
Flexible approach to duties	•	
Support the Catholic ethos of the school	•	
Willing to undertake appropriate training to meet the needs of the role	•	
Commitment to safeguarding and welfare of students	•	

Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.