



## Person Specification

**Job Title:** Cover Supervisor

| <b>Qualifications</b>                                                                                                   | <b>Essential</b> | <b>Desirable</b> |
|-------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Level 2 Qualifications in English and Maths or equivalent                                                               | ✓                |                  |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post                | ✓                |                  |
| <b>Experience</b>                                                                                                       |                  |                  |
| Experience of working in a school environment                                                                           | ✓                |                  |
| <b>Skills</b>                                                                                                           |                  |                  |
| Ability to effectively communicate with a range of audiences                                                            | ✓                |                  |
| Ability to respect and maintain confidentiality                                                                         | ✓                |                  |
| Ability to use standard ICT packages including Microsoft Office                                                         | ✓                |                  |
| Excellent time management and organisation skills                                                                       | ✓                |                  |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | ✓                |                  |
| Understanding of academy child safeguarding procedures                                                                  |                  | ✓                |
| <b>Other</b>                                                                                                            |                  |                  |
| Satisfactory DBS check                                                                                                  | ✓                |                  |