

Cover Supervisor - Person Specification

ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
QUALIFICATIONS	• A good level of literacy and numeracy	✓		A
	• Further/higher education or professional qualification	✓		A
	• Evidence of further training /personal career development		✓	A
	• First Aid qualification		✓	A
EXPERIENCE	• Recent experience of managing people	✓		A
	• Ability to present a variety of information to different audiences	✓		A / R / I
	• Evidence of working with students of secondary age	✓		A / R / I
PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITY	• Ability to relate to teachers, other professionals, parents and students	✓		A / R / I
	• Ability to work as a member of a team and on own initiative	✓		A / R / I
	• Computer literate	✓		A / R / I
	• Good communication skills, both written and verbal	✓		A / R / I
	• Good listening skills	✓		A / R / I
	• Ability to use and interpret data		✓	A / R / I
	• Knowledge of child protection/welfare issues		✓	A / R / I
	• ECDL qualification		✓	A / R / I
	• Understanding of issues affecting young people		✓	A / R / I
PERSONAL QUALITIES/VALUES	• Willingness to undertake training as required	✓		A / R / I
	• Excellent attendance and punctuality	✓		A / R / I
	• Willingness to work flexibly and creatively	✓		A / R / I