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| **PERSON SPECIFICATION**  **Cover Supervisor** |
| **Qualifications** |
| * GCSE grade C or above (or equivalent) in English and Maths (essential) * Further education of ‘A’ levels or equivalent (highly desirable) |
| **Previous Work Experience** |
| * Working with secondary school age students in an educational environment (preferable) |
| **Professional Knowledge Skills & Experience** |
| * ICT literate (essential) |
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| **People Management Skills** |
| * Good listener (essential) |
| * Fair but challenging so that high standards are achieved (essential) * Ability to motivate students (essential) * Able to work professionally with other stakeholders and external agencies (essential) |
| **Other Personal Qualities** |
| * Able to work accurately under pressure (essential) * Ability and willingness to adapt quickly to last minute changes or cover arrangements (essential) |
| * Has attention to detail (essential) * Able to prioritise (essential) * Eye for detail (essential) * Enjoys working with young people (essential) * The ability to create, learn or adopt new systems of working (essential) * Excellent presentation skills (essential) |
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