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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)
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| **Previous Work Experience** |
| * Working with secondary school age students in an educational environment (preferable)
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| **Professional Knowledge Skills & Experience** |
| * ICT literate (essential)
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| **People Management Skills** |
| * Good listener (essential)
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| * 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)
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| **Other Personal Qualities**  |
| * Able to work accurately under pressure (essential)
* Ability and willingness to adapt quickly to last minute changes or cover arrangements (essential)
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| * 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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