



## Person Specification

**Job Title:** Cover Supervisor

| <b>Knowledge</b>   | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Knowledge of standard computer packages                                  | ✓                |                  |
| Understanding of behaviour management of students                        |                  | ✓                |
| High standard of computer literacy                                       | ✓                |                  |
| <b>Qualifications</b>  |                  |                  |
| 5 GCSE's inc. maths and English at grade C or higher (or equivalent)     | ✓                |                  |
| Degree/HTLA  |                  | ✓                |
| <b>Experience</b>  |                  |                  |
| Work involving children/young adults                                     | ✓                |                  |
| Experience of working in a school environment                            |                  | ✓                |
| <b>Skills and Attributions</b>   |                  |                  |
| Good communication skills/ability to give clear and precise instructions | ✓                |                  |
| Excellent management and organisation skills                             | ✓                |                  |