

Person Specification: Cover Supervisor

Essential Qualities	Desirable Qualities
Educational Qualifications	
<ul style="list-style-type: none"> • 5 GCSEs (or equivalent) at grade C or above, including Maths and English • Degree in an academic subject from a reputable higher education institution 	<ul style="list-style-type: none"> • Degree or equivalent • A relevant, up-to-date first aid qualification (or willingness to train to achieve one)
Skills, abilities and experience	
<ul style="list-style-type: none"> • Punctual, reliable, well organised and committed to high standards • Prepared to be an outstanding ambassador for the school • Able to empathise with children and young adults • Excellent communication skills • Experience of working in a team and with enthusiasm, direction and positive spirit • Ability to work autonomously • Outstanding interpersonal skills • Excellent organisational skills • Flexibility and the ability to work calmly and quickly under pressure • Resourceful and with the ability to multi task and prioritise • Proactive in looking for solutions and addressing potential problems and yet still a team player and someone who follows school policies 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Experience of working with teachers and teenage children • A commitment to personal and professional development • Experience of constructive cooperation with parents/carers • Experience of delivering first aid • Experience of using a variety of IT packages including email, word processing and spreadsheet packages
Personal Qualities	
<ul style="list-style-type: none"> • Patient • Optimistic • Genuine warmth and interest in pupils • Warm and empathetic personality • Team player • Supportive of colleagues • Common sense • Sense of humour and proportion • Discrete and able to maintain confidentiality 	<ul style="list-style-type: none"> • An interest in the School, its purpose and ethos • Motivator of self and others
Child protection	
<ul style="list-style-type: none"> • Commitment to the protection of children and young people • Willingness to follow the School's Safeguarding procedures 	