**Person Specification**

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| **POST: Cover Supervisor** | | |
| Qualifications | Essential | Desirable |
| 5 Level 2/ A\*-C GCSEs including English and Mathematics. | Essential |  |
| Educated to Level 3 /A level standard or have HLTA status. |  | Desirable |
| Educated to degree level. |  | Desirable |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post. | Essential |  |
| First Aid at Work Certificate or willingness to undertake training |  | Desirable |
| Experience | **Essential** | **Desirable** |
| Experience of working in a school environment with students aged 11-16. | Essential |  |
| Experience of delivering information to students in a classroom environment. |  | Desirable |
| Skills | **Essential** | **Desirable** |
| Excellent communication skills and ability to give clear and precise instructions. | Essential |  |
| Flexibility and willingness to support others | Essential |  |
| Ability to respect and maintain confidentiality. | Essential |  |
| Excellent standard of computer literacy and working knowledge of standard computer packages (Microsoft Office etc). | Essential |  |
| Excellent time management and organisation skills. | Essential |  |
| Understanding of behavior management of students | Essential |  |
| **Other** | **Essential** | **Desirable** |
| Satisfactory Enhanced Criminal Records Disclosure | Essential |  |
| Assessed and advised by Health and Well Being | Essential |  |