

COVER SUPERVISOR

Person Specification

Personal Attributes required (on basis of the job description	Essential (E) or Desirable (D)	To be identified by:
Qualifications GCSE Maths (level C or above) GCSE English (level C or above) NVQ level 3 or above qualification appropriate to the post (or equivalent)	E E D	Application Form/Interview Application Form/Interview Application Form/Interview
Experience Experience of working with children Experience of working in a relevant classroom/service environment Experience of administrative work Experience of supporting pupils with challenging behaviour Knowledge/skills/abilities	E D D D	Application/Interview/Reference Application/Interview/Reference Application/Interview/Reference Application/Interview/Reference
Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to colleagues Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of National Curriculum Knowledge of Numeracy and Literacy strategies Ability to make effective use of ICT Ability to plan and deliver work programmes Flexible attitude to work		Application/Interview/Reference

Personal Attributes required (on basis of the job description	Essential (E) or Desirable (D)	To be identified by:
Other		
An understanding of and a commitment to the school's Mission Statement	E	Application/Interview
A commitment to safeguarding and promoting the welfare of children	Е	Application/Interview/Reference
Commitment to undertake service development	E	Application/Interview/Reference
Satisfactory attendance record	Е	Application/Interview/Reference