



## COVER SUPERVISOR – PERSON SPECIFICATION

1. Qualifications	Essential	Desirable	Application	Interview and Task
A* to C (or equivalent) in both English and maths	√		√	
2. Knowledge, skills, experience, understanding and administrative tasks				
Experience and knowledge of food handling		√	√	
Competent and confident in the use of basic ICT and in particular spreadsheets	√		√	√
Experience of working within a school environment		√	√	
3. Personal Qualities and attributes	Essential	Desirable	Application	Interview and Task
Ability to relate well to young people	√		√	√
Excellent communication and interpersonal skills with pupils and adults	√		√	√
Ability to work effectively within a team and also individually using self-motivated initiative	√		√	√
Conscientious, hard-working, enthusiastic and reliable	√		√	√
Ability to work effectively within defined timescales	√		√	√
Ability to demonstrate a high level of resilience	√		√	√
Willingness to support whole school activities e.g Open Evening and fundraising	√			√
Committed to high professional and personal standards at all times	√		√	
A willingness to learn new skills and to undertake professional development	√		√	√



Ability to act as a positive role model	✓		✓	
An understanding of and commitment to equality	✓		✓	✓