

Person Specification Senior Cover Supervisor

	Essential	Desirable	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE or equivalent in English and Maths at Grade C	✓		A/C
Knowledge of general office procedures and practice	✓		A/C/I
Knowledge of SIMS	✓		A/I
A recognised and relevant vocational qualification (NVQ level 4) and/or equivalent practical work experience	✓		A/C/I
HLTA status		✓	C
EXPERIENCE			
Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	✓		A/I/R
Working within a school and team environment	✓		A/I
Working within a partnership context, including co-ordinating collaborative activities and plans	✓		A/I
SKILLS			
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	✓		A/I/R
ICT skills to produce quality reports and documents, and to create and manage simple databases	✓		A/I
Able to communicate effectively both orally and in writing with a wide range of people	✓		A/I
Ability to work as part of a team	✓		A/I
Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	✓		A/I
Ability to work well under pressure and to respect sensitive and confidential work	✓		A/I/R
Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	✓		A/I/R
Ability to use SIMS	✓		A/I/R
Ability to use other ICT packages as required	✓		A/I/R

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS

Diplomacy and discretion and the ability to appropriately manage confidential information	✓		A/I
Proven ability to work as a team member to achieve goals in effective co-operation	✓		A/I
To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	✓		A/I
Commitment to own personal development and learning	✓		I
A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The ability to travel independently across the Trust		✓	A/I
The post holder will require an enhanced DBS	✓		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate