



Cover Supervisor - Person Specification

Essential

Good interpersonal and communication skills.

Personal flexibility and reliability.

An ability to work constructively as a member of a team, understanding classroom roles and one's own position within these.

Personal initiative.

The ability to work independently.

Good organisational skills and an ability to work to deadlines.

A sense of humour.

An ability to work in a firm but fair way with students.

A calm disposition.

Be willing to invigilate internal and external examinations as required.

Possess a good working knowledge of IT software such as Microsoft Office.

Possess a good attendance and punctuality record.

Possess a good standard of general education to at least GCSE Level.

Desirable

Possess knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection.

Experience of working in a school environment.

An education to A Level standard or equivalent