



The Federation of  
**Stoke Hill Schools**

## Person Specification: Cover Supervisor

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A record of good academic achievement</li> <li>• Be able to demonstrate a willingness to attend appropriate training and development</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE Maths, English &amp; Science Grade C or above</li> <li>• Evidence of continuing professional development</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with students in a formal setting without immediate supervision</li> <li>• Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure</li> <li>• Good administrative, organisational and computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education environment</li> <li>• Record keeping, information retrieval and dissemination of data/documentation</li> <li>• Knowledge of Data Protection legislation</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills with children and adults</li> <li>• Ability to use own initiative to work flexibly and respond positively to a range of situations</li> <li>• Ability to multi-task effectively</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• An understanding of, and commitment to, Safeguarding/Child Protection</li> </ul>	