

Person Specification - Cover Supervisor

| Minimum Essential Requirements | | Method of Assessment |
|---|---|-------------------------------|
| Work Related Skills and Knowledge | Ability to form positive relationships with children and adults | Application form Interview |
| | Ability to persuade and motivate learners | Interview |
| | Good interpersonal skills | Interview |
| | Effective communication skills | Interview |
| | The ability to work with tact and diplomacy | Application form Interview |
| | The ability to remain calm and patient in difficult situations | Interview |
| | Evidence of understanding and commitment to education | Application form Interview |
| Experience/ Education/Training | Good basic education (including GCSE grade A* - C in Maths and English) | Application form Interview |
| | Good ICT skills including good working knowledge of a variety of Microsoft applications | Application form Interview |
| | Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally | Application form Interview |
| Other Requirements | A flexible approach to working | Application form Interview |
| | A commitment to training and development | Application form Interview |
| | Ability to work with or without direct supervision | Application form Interview |