

Person Specification

Cover Supervisor

	Essential	Desirable
Education and Qualifications		
Good level of education to at least GCSE standards or equivalent	✓	
Experience		
Working with young children, perhaps as a parent or voluntary work	✓	
Knowledge and Understanding		
The needs of young children	✓	
Child development and the ways in which children learn	✓	
The roles played by various adults in a child's education		✓
Skills and Attributes		
Explain tasks simply and clearly	✓	
Supervise and control children, and adhere to defined standards	✓	
Accept and respond to authority and supervision	✓	
Work with guidance but under limited supervision	✓	
Liaise and communicate effectively with others	✓	
Demonstrate good organisational skills	✓	
Able to maintain an atmosphere conducive to learning in classrooms	✓	
Personal Qualities		
Proactive approach	✓	
Excellent interpersonal and communication skills	✓	
Punctual and reliable	✓	
High level of honesty and integrity	✓	
Other		
Willingness to work flexible hours on occasions	✓	
Willingness to maintain confidentiality on all school matters	✓	
Willing to undertake training courses that are relevant to the duties of the post	✓	