

Person Specification – Cover Supervisor

JOB TITLE: Personal Assistant to the Head Teacher

ATTRIBUTES		ESSENTIAL (E) DESIRABLE (D)
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE A*- C (or equivalent) in both Maths and English Language 	E
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> Recent experience of working in the education sector and/or with secondary aged students aged 11 – 16. Experience & proven ability to use a variety of Computer Applications, in particular Microsoft Office. 	E D
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> Ability to set and maintain high standards. A calm but assertive personality. Ability to safely manage classroom activities, the physical learning space and classroom resources. An understanding of a range of strategies to deal with classroom behaviour - group behaviour and individual behaviour. Excellent organisational, planning and interpersonal skills. Good communication skills: verbal/written. Sense of humour. Flexible approach to working conditions and working environment. Self-motivated and enthusiastic worker. Good ICT skills and confidence in learning new systems. Ability to work on own initiative. Ability to prioritise tasks, manage time effectively and meet deadlines. Effective team worker. Discrete and considerate when dealing with sensitive and confidential matters. 	E E E D E E E E D E E E E
OTHER	<ul style="list-style-type: none"> Good attendance and punctuality record. A willingness to undertake relevant training to support effective classroom practice. Commitment to equal opportunities Commitment to student safety and safeguarding. 	E E E E