

**PERSON SPECIFICATION**

**Cover Supervisor**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications**GCSE English & Maths Grade C or above (or equivalent)NVQ Level 2 (or equivalent qualification) | \* | \* |
| **Experience**IT skills in Microsoft Office/Excel or similarPrevious experience of working with young peopleExperience of working within a schoolExperience leading groups of learners | \*\*\* | \* |
| **Skills**Excellent interpersonal and communication skillsAttention to detail and maintain accurate records Ability to handle data confidentiallyAbility to prioritise and plan for effective learning Ability to maintain resilience and positive thinking Holding a valid Driving Licence with access to own vehicle | \*\*\*\*\*\* |  |
| **Qualities & aptitude**Sense of humourAbility to be an active and full member of a teamCommitment to staff developmentEmpathy for young people | \*\*\*\* |  |

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**