

**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 similar  Previous experience of working with young people  Experience of working within a school  Experience leading groups of learners | \*  \*  \* | \* |
| **SKILLS**  Excellent interpersonal and communication skills  Attention to detail and maintain accurate records  Ability to handle data confidentially  Ability 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 humour  Ability to be an active and full member of a team  Commitment to staff development  Empathy for young people | \*  \*  \*  \* |  |

**Ambitions Academies Trust 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**

**Outstanding Achievement for All**