



Person Specification

Cover Manager Criteria	Essential (E) or Desirable (D)
Education Educated at least to GCSE standard or equivalent	E
Excellent literacy and numeracy skills	E
Evidence of further training or professional development	D
Experience Successful experience of working with young people in a supportive way, e.g. youth groups, sports' teams etc.	E
Experience of working in the education sector	D
Experience of working in a multi-cultural environment	D
Knowledge, Skills and Abilities Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile	E
Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation	E
Ability to implement administrative systems and procedures	E
Ability to respond appropriately to a range of people, including school staff, parents, and representatives of other agencies	E
Ability to deal with sensitive information in a confidential manner	E
Computer literacy with Microsoft Office (particularly Excel), e-mail and internet.	E
Ability to organise and prioritise work commitments	E
Deployment of Resources Experience of working within budget parameters	D

Personal Qualities	
Committed, practising Christian	D
Awareness and appreciation of the Anglican tradition	D
Committed to setting and maintaining high standards	E
Committed to education principles that are inclusive of all pupils	E
Ability to work with pupils, parents, staff and governors	E
Excellent interpersonal and communication skills	E
Flexible in working practice	E
Ability to demonstrate initiative and a pro-active working ethic	E
Enjoys being organised and paying attention to detail	E

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