



Person Specification

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

Saint Cecilia's Church of England School
 Sutherland Grove, London SW18 5JR
info@saintcecilias.london
 020 8780 1244
www.saintcecilias.london