



West Park School

Person Specification

Cover Supervisor

Criteria	Essential	Desirable
Skills and Qualities	<ul style="list-style-type: none"> • Able to work independently on own initiative • Able to work as part of a team • Ability to communicate effectively with people at all levels • Engage pupils and establish a productive working relationship • Encourage pupils to interact, work co-operatively with others and engage in their work • Ability to work under pressure • Maintenance of Confidentiality 	<ul style="list-style-type: none"> • Confident in using ICT
Knowledge		<ul style="list-style-type: none"> • Basic understanding of secondary school curriculum
Experience	<ul style="list-style-type: none"> • Working with groups of children or young people 	<ul style="list-style-type: none"> • Working in a school environment
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent at grade C or above in English and maths 	
Personal Qualities	<ul style="list-style-type: none"> • Good attendance and punctuality record • Enthusiastic and energetic • Versatile and flexible • Professional appearance and manner • Commitment to supporting the school • Enhanced clearance by the DBS 	