

Cover Supervisor/Administrative Assistant Person Specification



Attributes	Essential	Desirable	How Identified
Qualifications	To have GCSE grade C or above in Maths and English or equivalent	To have a higher level of education	Test Application
Work Related Experience	To have successfully provided cover for classroom lessons. To have good ICT skills (Word, excel, internet, email etc) Strong communication skills, written and verbal Good organisational skills The ability to work as part of a team The ability to prioritise To be proactive and use your initiative Experience of working in a very busy office environment	SIMs Experience of working with young people in an educational environment	Interview Application Application Interview
Skills and Abilities	To maintain confidentiality at all times To deal with sensitive matters relating to young people To remain calm in an emergency situation Ability to show empathy and understanding to the needs of a young person To have a sense of humour		Interview Application
Safeguarding	Able to demonstrate an understanding of safeguarding	Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity	Interview Application

All appointments at Priestnall School are subject to the receipt of successful references and enhanced DBS