

# Trinity School

## Person Specification

### POST TITLE: Cover Supervisor

ATTRIBUTE/CRITERIA	ESSENTIAL	DESIRABLE
Qualification/Training/ Competencies	A good general level of education to at least A-level standard  GCSE equivalent in English and Maths	
Relevant Experience	Working with children and young people	Experience of working in a school environment
Knowledge	Knowledge of data protection and safeguarding	
Skills and Abilities	<p>Excellent communication and organisational skills</p> <p>Ability to prioritise tasks, act on own initiative and meet deadlines</p> <p>Very good ICT skills</p> <p>Very good listening skills</p> <p>Good numeracy and literacy skills</p> <p>Ability to operate within agreed legal, ethical and professional boundaries when working with children and young people</p> <p>Ability to build and form good relationships with students, staff and others</p> <p>Ability to remain calm in all situations</p> <p>Be approachable as an individual</p> <p>To have high expectations of what all young people are capable of achieving</p>	