

# The John Fisher School

## COVER COORDINATOR & SUPERVISOR

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

#### Qualifications and experience

1. Successful recent experience working with children of relevant age in a learning environment
2. Good literacy and numeracy skills
3. Good general standard of education
4. Induction training for teaching assistants

#### Abilities, skills, knowledge

5. Basic knowledge of first aid and willingness to receive training
6. Understanding of relevant policies/codes of practice/legislation
7. Working knowledge of ICT to support learning
8. Ability to work effectively as part of a team and contribute to group thinking, planning etc
9. Ability to prioritise and organise own workload in order to meet the diverse needs of the working day
10. Ability to relate well to children and adults
11. Ability to be flexible
12. Ability to follow instructions accurately
13. Ability to use own initiative and work independently
14. Excellent communication skills with adults and children, verbally and in writing
15. Ability to motivate, inspire and have high expectations of students
16. Have a creative approach to problem solving
17. Ability to adapt quickly and effectively to changing circumstances/situations
18. Ability to work calmly under pressure
19. Commitment to personal and professional development
20. Ability to critically evaluate own performance
21. A willingness to adhere to Health and Safety Regulations, including those relating to Manual Handling and Positioning of pupils/students. Also the ability to ensure that the environment is safe to work in.
22. To work within and promote the School's Equal Opportunities Policy
23. Ability to adhere to the policies of the School.