



ST. JOAN OF ARC Catholic School

PERSON SPECIFICATION - COVER SUPERVISOR

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of general education up to A level, or equivalent	Additional qualifications in further or higher education
Previous Work	Experience of working with young people.	Experience of working in a school
Professional Skills & Experience	Good communication and interpersonal skills A competent IT user Ability to maintain discipline Ability to be adaptable and to work flexibly and use own initiative	
People Management Skills	An effective team player used to working collaboratively with colleagues	
Other Personal Qualities	Capacity to remain calm and to cope with the unexpected Energy and Enthusiasm Willingness to take on a challenge and to deal with conflicting demands Ability to work in a busy environment Ability to organise one's time, to prioritise and to meet deadlines Responsible and reliable Excellent punctuality and professional conduct	