

Personnel Specification

Job Title:	Cover Manager
Salary:	8
Post Name:	

ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS & EXPERIENCE</p> <ul style="list-style-type: none"> • A relevant qualification at level 3 of the National Qualifications Framework. • Level 2 qualifications in maths/numeracy and English/literacy 	<p>QUALIFICATIONS & EXPERIENCE</p> <ul style="list-style-type: none"> • Recognised team leadership qualification at level 3.
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working with students in a formal setting. 	<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of directing the work of other adults. • Experience of first level line management / team leadership.
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of child protection and health and safety procedures. 	<p>KNOWLEDGE</p>
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to effectively manage pupil behaviour in accordance with school policy and procedure. • Ability to work effectively as part of a team. • Calm nature and ability to stay calm in difficult 	<p>PERSONAL QUALITIES</p>

<p>situations.</p> <ul style="list-style-type: none"> • Enthusiastic and creative about the education of young people. • Good organisational skills. • Flexibility and willingness to support other teams. • Good sense of humour. • Proven good attendance record. • Smart appearance. • Trustworthy and honest. • Willingness to empathise and work with young people. • Flexible approach to work and direction within Pay Grade. 	
<p>GENERAL CIRCUMSTANCES</p> <ul style="list-style-type: none"> • Evidence of regular attendance at work • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations. • Willingness to undertake training. 	<p>GENERAL CIRCUMSTANCES</p>
<p>FACTORS NOT ALREADY COVERED</p> <p>Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010</p>	