



Person Specification

Lead Cover Officer

Criteria	
Experience:	<p>Essential</p> <ul style="list-style-type: none">• Experience of working directly with pupils in a school environment <p>Desirable</p> <ul style="list-style-type: none">• Experience of supervision and co-ordination of a team• Experience of using a school Management Information System (MIS)
Knowledge and Skills:	<ul style="list-style-type: none">• Ability to communicate effectively and build rapport with others• Attention to detail and ability to produce accurate work• Excellent time management and the ability to organise and prioritise work to meet deadlines• Ability to work at pace when required and to remain calm under pressure• Ability to adapt to changing circumstances• Ability to work independently, exercise judgement confidently and take responsibility for tasks, seeking guidance where appropriate• Ability to work flexibly as part of a team, giving and asking for support as needed• Ability to listen and understand others' needs and perspectives• Ability to lead by example• Ability to command the respect of pupils and build appropriate relationships• Good knowledge of and confidence in using MS Office (including Outlook, Word, Excel)• Ability to develop knowledge of and work with other software products, systems and technology• Strong literacy and numeracy skills• Knowledge and understanding of safeguarding and child protection requirements• Knowledge and understanding of data protection requirements as they relate to working in an administrative role in a school

Personal Qualities:

- Highly effective and sensitive communicator with colleagues, parents, pupils and external visitors and agencies
- A professional and 'customer focussed' approach – positive, helpful and friendly with a 'can do' attitude
- A team player
- Proactive and motivated, seeking solutions to issues as they arise
- Conscientious and reliable with a keen sense of responsibility
- Diplomatic, with an awareness of the importance of tact, discretion and confidentiality
- Empathy for the pressures faced by those in other roles, including team colleagues, teachers and senior leaders
- A willingness to undertake relevant training
- An ability to self-identify training needs and take responsibility for meeting these
- A commitment to the safety, wellbeing and safeguarding of pupils
- A commitment to equality and diversity in practice and behaviour