

The Willink School
Person Specification
Job title: Cover Manager



Key Criteria	Essential	Desirable
Qualifications and Training	• Good GCSE standard, including English and Maths at grade 4/C or above • Understanding of child protection and safeguarding	IT capability A Level or NVQ level 3
Competence Summary (knowledge, abilities, skills, experience)	• A minimum of two years' experience as a Cover Supervisor • Very good computer literacy • Ability to work as a team • Good interpersonal skills • Ability to develop and maintain effective working relationships with students at all levels of ability • Ability to evaluate and improve own performance and those of team members – to know when to seek help and support.	Experience of leading a team of staff within a school Experience of working under pressure
Work related personal requirements	• Ability to monitor and supervise cover supervisors. • High expectations of young people • Energy, drive and enthusiasm • Ability to respond flexibly and adapt to changing and challenging circumstances and remain calm • Ability to plan and organise time effectively, work under pressure and meet deadlines while keeping a positive work-life balance • Excellent interpersonal and communication skills • High degree of patience and tact and has the ability to deal with colleagues' requests effectively • The ability to establish effective communications with staff and outside agencies • Willingness to take part in training and development opportunities • Ability to maintain strict confidentiality of information received and processed as part of the job role • Ability to help develop and to support a vision of high-quality education based on the moral integrity of Willink's core values • Ability to support a team culture • A sense of humour, cheerful demeanour and positive, can-do attitude • A capacity for hard work and willingness to "go the extra mile"	