



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – Cover Co-ordinator

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">• Experience of administrative work in a busy office environment.• Strong literacy and numeracy skills• Experience of working as part of a team contributing to group thinking and planning at all levels	<ul style="list-style-type: none">• Experience of working in a school in a similar role.• Experience of working with children/young people in a professional or voluntary role.• Supervisory experience
Knowledge	<ul style="list-style-type: none">• Excellent ICT skills and the ability to handle data.• Working knowledge of SIMS and associated cover programmes.• Knowledge and understanding of Safeguarding and Child Protection policies, procedures• This is a public facing role and the successful candidate must speak fluent English	<ul style="list-style-type: none">• An understanding of the school curriculum• Working knowledge of ICT to support learning• Understand and implement the school's behaviour management policies• Understanding of school policies /codes of practice
Skills	<ul style="list-style-type: none">• Strong interpersonal and communication skills –Ability to communicate clearly and unambiguously across all levels and to listen effectively.• Effective time management• Ability to work accurately with strong attention to detail.• Strong organisational skills and rigorous approach to planning• Ability to remain calm under pressure• Creative approach to problem solving• Ability to adapt quickly and effectively to changing circumstances	<ul style="list-style-type: none">• Ability to build rapport with children and adults
Personal Qualities	<ul style="list-style-type: none">• Flexible approach to duties• Self-motivated• Reliable & punctual• Accessible and approachable• High level of integrity and discretion• Committed to personal and professional development	