

## Person Specification

<b>Job Title:</b>	Cover Manager
<b>Salary &amp; Grade:</b>	WHF NJC N
<b>Reports to:</b>	Assistant Principal

***The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.***

***This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.***

	Essential	Desirable	Identification Method
<b>Education &amp; Qualifications</b>			
Minimum Grade A*-C in Maths and English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<b>Relevant Experience</b>			
Line management experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Experience of working with supply agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Previous experience of working in a school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
<b>Skills &amp; Abilities</b>			
Sound working knowledge of Microsoft Office applications and excellent IT skills including word processing and emails	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Role requires the ability to carry out a range of advanced activities across a number of functions within the school e.g. tact is required when speaking with staff when organising cover or manipulating various computer applications to assist the post-holder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview

Ability to undertake a range of tasks involving the application of rules, procedures and techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Ability to liaise with others with a view to changing procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Effective written and verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Decision-making and able to take risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Able to interpret guidelines and consider and develop a range of solutions to achieve outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<b>Specialist Knowledge</b>			
Understand whole school policies in respect of cover and decide upon the best way to implement and communicate change to ensure processes are legally acceptable and clearly understandable by all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Responsible for implementation of solution, success measured primarily through statistics.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Working with new teachers and admin staff to make sure they comply with reporting absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<b>Disposition, Values &amp; Behaviours</b>			
Able to uphold The White Horse Federation values	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Creativity and innovative approach to problems and situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Able to establish good relationships with teaching and support staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Flexibility to respond to last minute requests for cover and interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
Proactive, self-motivated, able to work on own initiative.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview