



**HALL GREEN SCHOOL
PERSON SPECIFICATION
POST: COVER CO-ORDINATOR**

Salary Range/Grade: Grade 3, Point 9-15
Responsible to: PA to the Headteacher

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Experience	<ul style="list-style-type: none"> • Demonstrable secretarial and administrative experience. 	A, I	<ul style="list-style-type: none"> • Experience of working in a school environment. 	A, I
Skills/Abilities	<ul style="list-style-type: none"> • Has a competent command of written and spoken English. • Effective administration and organisational skills. • Demonstrable experience in the use of IT, i.e. word processing and other computer skills. • Can remain calm and controlled under pressure. • Ability to work without supervision and use own initiative. • Able to develop constructive working relationships with staff, whilst maintaining a high level of professionalism at all times. • Able to effectively deal with and give accurate information to visitors, colleagues, parents, pupils, etc. 	<p>A, I</p> <p>A, I</p> <p>A, I, Q</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> • Demonstrable experience in spreadsheets and mail merge. 	A, I, Q

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Skills/Abilities continued	<ul style="list-style-type: none"> • Able to organise workload to meet deadlines. • Good time-keeping and communication skills. • Reliable. • Can work in flexible ways needed for the role. 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>		
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding 	A, I	Knowledge of SIMS software.	A, I
Personal Attributes	<ul style="list-style-type: none"> • Relate well to students, staff and parents and care about their individual needs • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Has high expectations of self and others • Energy and enthusiasm • Integrity and loyalty • A good sense of humour • Resilience, determination and passion to succeed 	<p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p>		
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	A, I, R		
Safeguarding	<ul style="list-style-type: none"> • The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 			

(A = Application Form, I = Interview, R = Reference, Q = Proof of Qualification or evidence of relevant recent experience)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.