



St Augustine's Catholic College

Wingfield Road

Trowbridge

Wiltshire

BA14 9EN

Tel No 01225 350001 - Fax No 01225 350002

PERSON SPECIFICATION – COVER MANAGER

Area	Essential	Desirable
Education	Good standard of general education including Numeracy, Literacy and ICT skills.	
Experience	Working knowledge of SIMS including the Cover organiser module.	Experience of working in a school or similar learning environment. Experience of using other software packages such as Bluesky.
Communication	Ability to consult clearly and effectively with colleagues and external parties such as agencies and supply teachers.	
Working with others	Ability to forge networks and links with internal and external partners. Ability to work effectively as part of the wider College community.	
Other knowledge	Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools operate. An understanding of Health and Safety and safeguarding issues relevant to the post.	
Personal Qualities	Ability to prioritise workload, work under pressure and to deadlines. Good communication and written skills. Ability to work flexibly within a team. Demonstrate a discreet, confidential and professional attitude at all times.	

	<p>Willingness to undertake training.</p> <p>Good communication skills.</p> <p>Good time management skills – be able to prioritise work.</p> <p>Able to keep calm in difficult situations and to deal with unexpected problems.</p> <p>Attendance at events beyond school hours, by agreement.</p>	
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