

Person Specification - Operations and Cover Coordinator

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Assistant Headteacher responsible for Cover
Grade	5 (pro rata salary £19,164 - £23,966)
Hours	37 per week term time only plus one week (39 weeks)
Location	Based at Barr's Hill School <i>with a requirement to travel to undertake work at or for academies within the Trust</i>

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> Relevant level 4 qualification e.g higher apprenticeship, diploma, NVQ, HNC or equivalent GCSE Maths and English at Grade C or above or equivalent. 	Relevant higher level qualifications	Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> A range of relevant ICT Systems How to implement and develop efficient and effective administrative systems Able to communicate effectively both verbally and in writing. Able to interpret and deliver work that has been set for students and to organise and coordinate classroom activities. Able to understand curriculum content and make it accessible to students. Highly organised; can prioritise and work well under pressure. 		Application Form Interview Written Test

	Essential Criteria	Desirable Criteria	Measured By
	<ul style="list-style-type: none"> • Able to motivate and encourage students to work cooperatively • Able to work as an effective team member and work on own initiative. • Able to establish and maintain good professional relationships with adults and young people • Able to liaise effectively with others • IT literate including Microsoft word, excel and outlook. • Ability to deal with situations calmly and efficiently. 		
Experience	<ul style="list-style-type: none"> • A minimum of 2 years classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. • Resolving problems and managing challenging situations • Managing behaviour effectively 		Application Form Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Needs and characteristics of children aged 11-18 • Knowledge of the different ways students learn. 		Application Form Interview Written Test

	Essential Criteria	Desirable Criteria	Measured By
	<ul style="list-style-type: none"> Supervision and behaviour management Strategies including literacy, numeracy and ICT Independent learning and special educational needs to ensure effective learning 		
Other requirements	<ul style="list-style-type: none"> A professional role model who is committed to their own professional development and to developing others Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. Able to work calmly under pressure and withstand stress A professional role model who is committed to their own professional development and to developing others. Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. Able to work calmly under pressure and withstand stress. Able to work flexibly, and to attend meetings and INSET days as required. 		<p>Application Form</p> <p>Interview</p>

Person specification reviewed by: Chris Jupp, Headteacher

Date: March 2022