

## Person Specification

### All Saints Catholic High School

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<b>Title of Post</b>	Cover Co-ordinator & Trips Administrator
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#### Training and Qualifications

Criteria	Evidence
English, Mathematics and ICT skills at level 2	A
Excellent communication and interpersonal skills	A I R

#### Faith Commitment / Understanding

Criteria	Evidence
Commitment to the ethos and development of the Catholic school	A I R

#### Professional Competencies

Criteria	Evidence
Experience of working to high standards	A I R
Participation in work with young people	A I R

#### Personal Skills and Abilities

Criteria	Evidence
Communication	A I R
Working with others	A I R
Ability to work to high standards	A I R
Think creatively to anticipate and solve problems	I R
Ability to work under pressure in a busy office environment	A I R

#### Professional Knowledge and Understanding

Criteria	Evidence
Working in an office environment	A I R
Working to time-based schedules	A I R

Key	
A	Application Form
I	Interview
R	Reference