



PERSON SPECIFICATION COVER MANAGER - SIMS

Qualifications:	Essential/ Desirable
GCSE English and Mathematics	E
Formal qualifications beyond GCSE level	D
Evidence of continuing professional development	E
Operational knowledge of SIMS including Cover 7 and NovaT6	D
Experience:	
Experience of working within an Educational Environment/Sector	D
Experience of carrying out a wide range of administrative functions	E
Working with minimal supervision	E
Management and leadership skills:	
Ability to work independently and creatively	E
Relationship building with a variety of stakeholders	E
Project management within specific timescales	E
Professional knowledge and understanding:	
The ability to use ICT effectively to support tasks and activities	E
Good knowledge and operational competence in computer packages including Microsoft Office packages (Word and Excel), email and the internet.	E
Working knowledge of SIMS including Cover 7 and NovaT6	D
An understanding of the educational environment	D
Skills, abilities and personal qualities:	
Very good organisational and time management skills with the ability to prioritise workload both day to day and forward planning	E
Excellent written and verbal communication skills and be able to relate well with school staff, students, parents and carers	E
Team player with enthusiasm and perseverance	E
Evidence of high level organisational skills, encouraging positive collaborative working practices	E
Ability and skills to manage constant change	E
High levels of interpersonal skills	E
Keen eye for details	E
Curiosity and willingness to learn, improve and enhance personal development	E
Self-motivated and proactive	E
Good memory skills with the ability to retain and recall information as required	E
Ability to maintain the highest level of confidentiality	E