

Simon Balle All-through School

Person Specification

Exam Invigilator

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>		
Good standard of written, oral and numeracy skills	✓	
<b>EXPERIENCE</b>		
Experience of working in a school environment		✓
Experience of working with young people		✓
<b>SKILLS / QUALITIES</b>		
Be flexible to work during Mock and Summer Exam periods	✓	
Effective communication skills with the ability to relate well to students and adults	✓	
Work constructively as part of a team	✓	
Good IT and administrative skills	✓	
Excellent organisational skills	✓	
Able to adhere to strict rules and regulations	✓	
Accuracy and attention to detail	✓	
Remain calm under pressure or during unexpected circumstances	✓	
<b>OTHER</b>		
Commitment to promoting and safeguarding the welfare of students	✓	