

Simon Balle All-through School

Person Specification

Exam Invigilator

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <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                      | ✓         |           |