



## PERSON SPECIFICATION FOR THE POST OF EXAM INVIGILATOR

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		Achieved at least GCSE Level
<b>Experience</b>	Experience of busy work/school environment	Experience of working in a secondary school
<b>Skills</b>	<p>Excellent organisational skills            A flexible approach to work            Ability to work under pressure            Accuracy and attention to detail            Ability to work on own initiative and problem-solve            Ability to relate to candidates yet maintain an air of authority            Ability to communicate with candidates and members of staff clearly and accurately            Effective oral and written communication skills            Ability to work to predetermined instructions            Ability to work as part of a team or alone as necessary            Ability to keep calm under pressure or during unexpected circumstances            Ability to judge when a decision is not yours to make            Ability to be firm but fair at all times</p>	
<b>Other</b>	<p>Reliability            Punctuality            Tactful and understands confidentiality            Common sense and initiative            Keen to undertake training and develop skills            Committed to equal opportunities</p>	

Sackville School is committed to the "Every Child Matters" agenda and expects all staff to work to promote the well-being and achievement of all students