



PERSON SPECIFICATION FOR THE POST OF EXAM INVIGILATOR

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