



# The Brakenhale School

Person Specification

Job Title: Invigilator

<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and Training	Achieved at least GCSE level English and Maths	
Experience	Experience of busy work/school environment	Experience of working in a secondary school
Professional skills and abilities	<p>Developing and maintaining good relationships with colleagues</p> <p>Excellent organisational skills</p> <p>Excellent communication skills</p> <p>Able to work constructively individually, and as part of a team</p> <p>Good literacy/numeracy skills</p> <p>Able to work with students within an agreed behaviour management policy</p> <p>A flexible approach to work</p> <p>Ability to work under pressure</p> <p>Accuracy and attention to details</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>Effective oral and written skills</p> <p>Ability to work to predetermined instructions</p> <p>Ability to keep calm under pressure or during unexpected circumstances</p> <p>Ability to be firm but fair at all times</p>	

<p>Personal Qualities</p>	<p>Very hard working</p> <p>Reliability</p> <p>Positive attitude, energy &amp; commitment</p> <p>Well presented</p> <p>Punctuality</p> <p>Common sense and initiative</p>	
<p>Work related personal requirements</p>	<p>Committed to equality of opportunity</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p>	
<p>Other work requirements</p>	<p>Good level of health and fitness</p> <p>Ability to meet physical/social/emotional needs of students</p> <p>Participate in training and development opportunities</p> <p>Suitable to work with children</p>	