

## **BRIGHTON & HOVE CITY COUNCIL**

### **PERSON SPECIFICATION**

Job Title: Examination Invigilator

Department: Children's Services

Section: Schools

#### **Criteria**

#### **Essential Criteria**

##### **Job Related Education, Qualifications & Knowledge**

- Knowledge and understanding of the examination requirements of External Examination Boards and in-school requirements.
- Familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN)
- Understand a range of strategies to deal with managing behaviour as a whole and also individual behavioural needs

##### **Experience**

- Experience of working in the education sector is desirable

##### **Skills & Abilities**

- Ability to safely and fairly manage examination conditions in school
- Demonstrates a firm but friendly approach
- Demonstrates positive, confident and sensitive management of students (including those who display challenging behaviour)
- Displays good written and oral communication skills
- Relates well to children, young people and adults
- Good observational skills with the ability to feedback information clearly and concisely
- Patience and resilience
- Good numeracy / literacy skills
- Displays accuracy and attention to detail

##### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.