JIN 9195 – August 2015

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.