

	Essential Criteria	Desirable Criteria
Education and Qualifications	GCSE C grade or higher (or equivalent) in English & Maths	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to follow Exam regulation procedures and policies • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Ability to lead an exam when necessary • Be confident and a reassuring presence to candidates in the exam room • Accuracy and attention to detail • Flexible approach to work Ability to communicate with candidates and members of staff clearly and accurately Ability to work to predetermined instructions Common sense and initiative Effective oral and written communication skills Ability to work as part of a team and also alone as necessary • Ability to be firm but fair at all times. • Ability to remain positive and enthusiastic 	Ability to relate to teachers, other professionals, parents and students
Skills and Abilities (continued)	<ul style="list-style-type: none"> • Good organisation, time management, communication and interpersonal skills • Be tactful, discreet and understands confidentiality 	
Experience	Experience of working with young people	Experience of working in an educational setting
Knowledge and understanding	An understanding of safeguarding and child protection	Secondary School UK qualifications structure Joint Council for Qualifications Examination Regulation
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Professional appearance and demeanour Able to work calmly under pressure and withstand stress 	

	<ul style="list-style-type: none">• Have access to email to be able to receive school communications and complete relevant training activity• Able to work flexibly, is reliable and to attend meetings and INSET days as required	
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