



# Holyhead

Teach What Matters

## Holyhead School Person Specification

### Post: Exam Invigilator

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good level of Literacy and Numeracy</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a fast-paced environment</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a secondary school</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent organisational skills</li><li>• A flexible approach to work</li><li>• Ability to work under pressure</li><li>• Accuracy and attention to detail</li><li>• Ability to work on own initiative and problem-solve</li><li>• Ability to relate to candidates yet maintain an air of authority</li><li>• Ability to communicate with candidates and members of staff clearly and accurately</li><li>• Effective oral and written communication skills</li><li>• Ability to work to predetermined instructions</li><li>• Ability to work as part of a team or alone as necessary</li><li>• Ability to keep calm under pressure or during unexpected circumstances</li><li>• Ability to judge when a decision is not yours to make</li><li>• Ability to be firm but fair at all times</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Reliability</li><li>• Punctuality</li><li>• Tactful and understands confidentiality</li><li>• Common sense and initiative</li><li>• Keen to undertake training and develop skills</li><li>• Committed to equal opportunities</li></ul>	



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	<ul style="list-style-type: none"><li>• A commitment to the responsibility of safeguarding and promoting the welfare of young people</li><li>• Willingness to undertake Child Protection training when required</li></ul>	
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