

Heathcote School & Science College

EXAM INVIGILATOR - PERSON SPECIFICATION

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
Current First Aid Certificate		✓
Experience of working with children		✓
Experience of working as part of a team to achieve objectives		✓
Education and Training		
Ability to communicate effectively in English	✓	
Ability to speak a community language other than English		✓
Skills, knowledge and abilities		
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Other Job Specific Requirements		
A willingness to promote the ethos of the school	✓	
Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	
<u>Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.</u>	✓	
Disqualifying Factors		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Council's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		

E = Essential requirements (*those without which a candidate would simply be unable to do the job*)

D = Desirable (*those which would be useful for the post-holder to possess*)