

PERSON SPECIFICATION

Exams Invigilator

| Attributes | Essential | Desirable |
|-------------------------------|--|---|
| Qualifications and Experience | | <ul style="list-style-type: none"> • Experience of working with children |
| Skills and Knowledge | <ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge requirements around safeguarding children • Understanding of roles and responsibilities within the classroom and whole school context | |
| Personal Qualities | <ul style="list-style-type: none"> • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding student's wellbeing and equality | |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) Data Protection Act (1984 & 1998)