

PERSON SPECIFICATION

Exam Invigilator - Health Futures UTC

Attributes	Essential	Desirable
Qualifications:	<p>Good literacy / numeracy skills.</p> <p>Good general level of education.</p>	<p>Familiar with the JCQ instructions for conducting examinations would be desirable but full training will be provided for the successful candidate.</p>
Knowledge and Experience:	<p>No experience essential, as full training will be provided.</p>	<p>Previous experience in a similar or school based role.</p> <p>Knowledge of external examination expectations.</p> <p>Experience of working with young people would be desirable.</p>
Skills and abilities:	<p>High quality communication skills (written and oral).</p> <p>Able to motivate and build relationships with young people.</p> <p>Patient and reasonable while maintaining high expectations.</p> <p>Able to prioritise and maintain a clear sense of proportion.</p> <p>Excellent organisational skills.</p>	
Personal attributes:	<p>Like young people and want the best for them.</p> <p>A team player.</p> <p>Positivity and resilience.</p> <p>Flexibility and reliability.</p>	
Commitment to:	<p>The strategic purpose and mission of Health Futures UTC.</p> <p>The welfare and safeguarding of all students.</p> <p>Supporting the principles of equality and diversity.</p> <p>Own personal and professional development.</p> <p>The happiness and well-being of our UTC community.</p>	