|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification: Exam Facilitator** | | |  |
|  | **Essential** | **Desirable** | |
| **Qualifications** | * GCSEs A-C in English and Maths |  | |
| **Experience** | * Experience of working with children | * Experience of working in school, supporting children across all the key stages. * Experience of working as an Exam Facilitator. | |
| **Knowledge & Skills** | * Be an effective and confident communicator, having a good command of English, both spoken and written. * Ability to take dictation from candidates both by hand and by touch typing. * Ability to work as a team and on one’s own. * Ability to use current Windows based packages including Microsoft Word. * Ability to understand the School’s values and a desire to promote an excellent image of the School. | * Awareness of a range of special needs. * Ability to touch type at speed. | |
| **Personal Qualities** | * A passion to support children with SEND with a range of learning support requirements. * A commitment to safeguarding and promoting the welfare of children. * An awareness of the importance of confidentiality and data protection. * To display the highest levels of integrity and complete trustworthiness and discretion. * Be a problem solver, and to be able to reflect upon one’s own practice. * To be organized with the ability to retain a professional composure. * To have an excellent punctuality and attendance record. * To be of smart professional appearance. * To display excellent team work skills. * To be flexible, versatile and self-motivated. * Have an excellent sense of humour! |  | |

1/3/19