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| **Person Specification: Exam Facilitator** |  |
|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSEs A-C in English and Maths
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| **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.
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| **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.
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| **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!
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1/3/19