

**St Anne's Academy Person Specification:
Examinations Invigilator**

<p>Qualifications, professional development and personal qualities</p> <ul style="list-style-type: none"> • Minimum Level 2 qualifications or equivalent in Literacy/English and Numeracy/Maths • Excellent administrative and organisational skills • Ability to work to predetermined instructions and adhere to Academy policies • Ability to cope with competing deadlines • Reliable, trustworthy and punctual • Accuracy and attention to detail • Being of professional appearance and manner with the ability to promote a positive ethos within the Academy • Keen to learn, develop and extend own working skills and practices and willing to participate in training and development opportunities 	<p>Experience</p> <ul style="list-style-type: none"> • Previous experience of working effectively in a responsible administrative role is essential, not necessarily within a school environment
<p>Other skills</p> <ul style="list-style-type: none"> • Ability to prioritise and manage own workload effectively within a busy environment • Working well within a team or alone as necessary • Using own initiative and ability to problem-solve • Working well under pressure or unexpected circumstances • Demonstrating good judgement • Ability to be consistently firm but fair • Set high standards and provide a positive role model for students and staff • Understanding of the importance of safeguarding and child protection when working in a school setting • Knowledge of Data Protection and understanding the importance of maintaining confidential information • Flexible in approach and able to meet the changing demands of the role 	<p>Communication skills</p> <ul style="list-style-type: none"> • Effective interpersonal and communication skills • Communicate effectively in writing • Manage effective communication and management information processes and systems, including efficient use of IT • Ability to relate to and work with children and young people yet maintain an air of authority • Ability to deal confidently and develop positive working relationships with staff

St Anne's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.