



**Qualifications and Experience:**

	Essential	Desirable
1. Experience of young people in a formal/educational setting.		✓
2. No formal qualifications but a good basic education.	✓	

**Professional knowledge and understanding, skills and attributes:**

	Essential	Desirable
3. An understanding of equal opportunities and an awareness of what this involves.	✓	
4. An understanding of the needs and characteristics of young people.	✓	
5. An understanding of the roles played by various adults in student's education.	✓	
6. A knowledge of the JCQ Exam Board Rules and regulations of the Conduct of Examinations.		✓
7. Able to assert authority, as required.	✓	
8. To communicate clearly in speech and writing	✓	
9. To work with guidance, but under limited supervision	✓	
10. Able to keep clear and accurate records	✓	
11. Have basic IT skills	✓	

**Personal skills and attributes:**

	Essential	Desirable
12. Able to work as a member of a team and liaise effectively with others	✓	
13. To have competency skills in numeracy and literacy (i.e. be able to count up desks, exam papers and be able to spell correctly)	✓	
14. To have good organisational skills	✓	
15. To be able to explain tasks simply and clearly	✓	
16. To be supportive, patient and caring	✓	
17. High standards of professional self-presentation in dress/appearance, administration and behaviour/style	✓	
18. To be able to deal with situations calmly and efficiently	✓	
19. Able to accept authority and supervision and respond appropriately	✓	