

WALBOTTLE CAMPUS PERSON SPECIFICATION

Post: Examinations Invigilator Grade N1

Factor	Essential	Desirable	Means of Assessment
1. SKILLS, KNOWLEDGE AND APPITUDES	<ul style="list-style-type: none"> ➤ Good people skills ➤ Effective communicator ➤ Good time management ➤ Ability to manage pupils effectively during required hours 	<ul style="list-style-type: none"> ➤ Knowledge of behaviour management strategies 	<ul style="list-style-type: none"> • Letter of Application • Application Form • Interview • Reference
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> ➤ Good general education ➤ Level 2 qualification in Maths and English 	<ul style="list-style-type: none"> ➤ Awareness of Health & Safety issues 	<ul style="list-style-type: none"> • Letter of Application • Application Form
3. EXPERIENCE	<ul style="list-style-type: none"> ➤ Work within a service environment 	<ul style="list-style-type: none"> ➤ Work in schools/education 	<ul style="list-style-type: none"> • Letter of Application • Application Form
4. DISPOSITION	<ul style="list-style-type: none"> ➤ Ability to work as part of a team ➤ Reliable ➤ Ability to handle difficult situations with pupils 		<ul style="list-style-type: none"> • Application Form • References • Interview
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ Loyalty to the Leadership Team and the Governing Body. 	<ul style="list-style-type: none"> ➤ Willingness to invigilate for pupils during home examinations 	<ul style="list-style-type: none"> • Letter of Application