|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification - Invigilator** | | | |
| **Category** | **Essential** | **Desirable** | **Where identified** |
| **Application** | * Good standard of written English |  | * application form * references |
| **Qualifications** |  | * Achieved at least GCSE Level | * application form |
| **Experience** | * Experience of busy work or school environment | * Experience of working in a secondary school | * application form * references * interview |
| **Knowledge & Understanding** |  | * Some knowledge of examination matters | * application form * references * interview |
| **Skills** | * Excellent organisational skills * A flexible approach to work * Ability to work under pressure * Accuracy and attention to detail * Ability to work on own initiative and problem-solve * Ability to relate to candidates yet maintain an air of authority * Ability to communicate with candidates and members of staff clearly and accurately * Ability to work to predetermined instructions * Ability to work as part of a team or alone as necessary * Ability to judge when a decision is not yours to make * Ability to be firm but fair at all times |  | * application form * references * interview |
| **Personal Attributes** | * Effective oral and written communication skills * Ability to keep calm under pressure or during unexpected circumstances | * sense of humour * resilience * ability to work under pressure | * application form * references * interview |
| **Safeguarding & Promoting the Welfare of Young People** | * to understand the need for safeguarding and promoting the welfare of young people * to work as part of a team and share any concerns with appropriate colleagues | * to have knowledge of the vulnerability of young people * to have knowledge of some of the signs and symptoms of neglect and abuse | * references * interview |