



# ACKLAM GRANGE SCHOOL

## PERSON SPECIFICATION: EXAM INVIGILATOR



	Essential	Desirable	Measured by
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake any further training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Educated to GCSE Standard or equivalent</li> <li>Further professional qualifications</li> <li>Evidence of related training</li> </ul>	A/Q
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working to support children's learning gained in a relevant environment</li> <li>Collaborative working within a team</li> <li>Efficient administration and good organisation</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a secondary school</li> <li>Evidence of Safeguarding/Child protection and the Data Protection Act</li> </ul>	A/I  A/i A/I
<b>Knowledge and Understanding</b>		<ul style="list-style-type: none"> <li>An understanding of examination processes</li> <li>Awareness of requirements of SEN and disability legislation</li> </ul>	A/I
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Accuracy and attention to detail</li> <li>Ability to work on own initiative and problem-solve</li> <li>Ability to relate to candidates yet maintain an air of authority</li> <li>Ability to communicate with candidates and members of staff clearly and accurately</li> <li>Effective oral and written communication skills</li> <li>Ability to work as part of a team or alone if necessary</li> <li>Ability to keep calm under pressure or during unexpected circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Good ICT skills for learning and administrative requirements.</li> </ul>	A/I  I  I  I
	<b>Essential</b>	<b>Desirable</b>	
<b>Person Characteristics</b>	<ul style="list-style-type: none"> <li>Excellent attendance and punctuality</li> <li>An enthusiastic approach to working with students</li> <li>Ability to work flexibly and respond to developing needs</li> <li>Reliability and integrity</li> <li>Positive and optimistic</li> <li>Humour and resilience</li> </ul>		I I  I  I I I

### Measured by Key:

A - Application form  
 I - Interview  
 Q - Qualification check