

Person Specification - Exam Invigilator

	Essential	Desirable	Evidence based
Qualifications			
Level 2 qualifications in English and Maths (GCSE grade C/5 or above)	Essential		Application Certificates
Good general education	Essential		Application Certificates
Professional Experience and Knowledge			
Successful experience of working in an educational setting	Essential		Application
A knowledge and experience of Child Protection and Safeguarding procedures		Desirable	Application Interview
Ability to relate well to children and adults	Essential		Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
Personal Qualities			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
A sense of humour	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview

Ability to be consistently decisive and focused on solutions	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to the JPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview