

Person Specification

POST: Casual Exam Invigilator

The person appointed will provide evidence of the skills, abilities, knowledge, experience and qualifications required to perform the role in relation to working with children.

	Essential	Desirable	Method of Assessment
Qualifications	Good literacy and numeracy skills		Application form
Experience		Previous Exam Invigilator experience Experience of working within an education setting	Application form/interview
Abilities	Ability to give clear and concise instructions and guidance Ability to use initiative and good judgment Ability to follow guidelines and procedures, and able to manage a complex process Ability to handle sensitive and confidential information To form and maintain appropriate relationships and personal boundaries with children and young people.		Application form/interview
Interpersonal skills	Ability to work effectively as part of a team.		Application form/interview
Commitment	Be flexible, adaptable, approachable and proactive Able to attend training sessions as required		Application form/interview