

PERSON SPECIFICATION
EXAMINATION INVIGILATORS

	E (essential) D (desirable)	A (application) I (interview) T (task)
Qualifications & Training		
<ul style="list-style-type: none"> • Good standard of education including GCSE in English & Mathematics at grade 9 - 4 	E	A
<ul style="list-style-type: none"> • Further academic qualifications 	D	A
<ul style="list-style-type: none"> • First aid certificate 	D	A
Experience		
<ul style="list-style-type: none"> • Experience of following policies and procedures 	E	A,I
<ul style="list-style-type: none"> • Experience of working in a school, college or other environment working with young people 	D	A,I
Knowledge & Skills		
<ul style="list-style-type: none"> • Well-developed organisational skills 	E	A,I
<ul style="list-style-type: none"> • Excellent verbal communication and interpersonal skills 	E	A,I
<ul style="list-style-type: none"> • Accuracy and attention to detail 	E	A,I
<ul style="list-style-type: none"> • The ability to keep calm under pressure or during unexpected circumstances 	E	A,I
<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding procedures 	D	A,I
<ul style="list-style-type: none"> • The ability to converse at ease with members of the public and provide advice in accurate spoken English is required for this post* 	E	A,I
Personal Qualities		
<ul style="list-style-type: none"> • Flexible and able to adapt to changing priorities to meet the needs of young people 	E	I
<ul style="list-style-type: none"> • Commitment to the safeguarding and welfare of all students 	E	I
<ul style="list-style-type: none"> • The ability to build effective working relationships with colleagues and students 	E	A,I
<ul style="list-style-type: none"> • Sensitivity, patience and understanding 	E	I
<ul style="list-style-type: none"> • A commitment to maintaining confidentiality at all times 	E	A,I
<ul style="list-style-type: none"> • Can work independently and as part of a team 	E	A,I

Weatherhead High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this post is Enhanced Disclosure, with Barred List check.

** Code of Practice on the English Language requirements for public sector workers*