



The Coleshill School: an 11-19 Business and Enterprise Academy

Person Specification – Exam Invigilator



	Essential Criteria	Desirable Criteria	Method of Assessment	
Qualifications / Vocational Training / Competences	<ul style="list-style-type: none"> Educated to Level 2 (or equivalent) including:- Maths GCSE – grade C or above English GCSE – grade C or above 	<ul style="list-style-type: none"> Educated to Level 3 (or equivalent) 	Application Form	<input type="checkbox"/>
Experience	<ul style="list-style-type: none"> Confident in supervising groups of young people 	<ul style="list-style-type: none"> Invigilated in a school or college Worked in 11 – 16 school setting 	Application Form and Interview	<input type="checkbox"/>
Knowledge and Understanding	<ul style="list-style-type: none"> Good understanding of school life 		Interview	<input type="checkbox"/>
Job Related Skills	Ability to: <ul style="list-style-type: none"> Communicate effectively both orally and in written format 	<ul style="list-style-type: none"> Willing to undertake further training, commensurate with the post 	Interview and References	<input type="checkbox"/>
Personal Skills and Qualities	<ul style="list-style-type: none"> Patience and tenacity Ability to be empathetic Effective Team Player Good personal time management Resilience Flexible Is passionate about children and developing their self-esteem and emotional resilience 	<ul style="list-style-type: none"> Solution focused Positively influences others 	Interview and References	<input type="checkbox"/>