



ST DUNSTAN'S SCHOOL



Person Specification – Exam Invigilator

Qualities and Attributes	Essential	Desirable	Evidence by
Qualifications			
A good level of basic education	✓		Application
Any formal qualifications		✓	Application
Knowledge/Understanding			
Good listening, oral and literacy skills	✓		Interview
Able to give clear instructions to students	✓		Application / Interview
An understanding of working in a school environment		✓	Application
Using and interpreting official exam documentation, relating to the invigilation of examinations		✓	Application
Knowledge of current school examinations		✓	Application / Interview
Relevant Experience			
Previous experience of working within a school or busy office environment		✓	Application
Proven successful experience of working with children in an educational setting		✓	Application / Interview
Previous experience of working in a job where organisation of paperwork was required		✓	Application / Interview
General/Personal Qualities and Characteristics			
An effective team player but can think and work independently	✓		Interview
A high level of organisational skills and good timekeeping. The ability to work independently and collaboratively to support the work of the school and teaching colleagues.	✓		Interview
Strong interpersonal skills with good oral communication skills with other adults in school	✓		Application / Interview
Prepared to undergo training appropriate to the post	✓		Interview
Able to work under pressure	✓		Interview
Can keep quietly calm in a crisis	✓		Interview
The ability to work with and support students	✓		Application / Interview
Excellent manner of dealing with students	✓		Application / Interview
Flexible working times	✓		Application / Interview