**EGGBUCKLAND COMMUNITY COLLEGE**

**INVIGILATOR**

**PERSON SPECIFICATION**

**Grade B**

E = Essential, D = Desirable

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| --- | --- | --- | --- |
| **Method of Assessment**  The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | Essential or Desirable | Application Form | Interview (or other selection activity) |
| **Qualifications:** |  |  |  |
| Good numeracy and literacy skills | E | ✓ | ✓ |
| Willing to undertake personal development through training and other learning activities | D | ✓ | ✓ |
| **Experience:** |  |  |  |
| Experience of working in a school or similar environment | D | ✓ |  |
| Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with | D | ✓ | ✓ |
| **Knowledge, Skills and Abilities:** |  |  |  |
| Ability to follow instructions but to use common sense and initiative when required | E | ✓ | ✓ |
| Accuracy and attention to detail | E | ✓ | ✓ |
| Good timekeeping | E | ✓ |  |
| Able to relate to academic staff and students | E | ✓ | ✓ |
| Ability to work under pressure whilst remaining calm | E | ✓ | ✓ |
| Discrete and able to maintain confidentiality of information | E | ✓ | ✓ |
| Ability to work as part of a team or alone if necessary | E | ✓ | ✓ |
| Effective oral/written communication skills | E | ✓ | ✓ |
| To be able to work efficiently under pressure | E | ✓ | ✓ |
| To be flexible and pro-active towards changes in day-to-day working arrangements. Availability during the day | E | ✓ | ✓ |
| To convey a friendly and approachable outlook to others | E |  | ✓ |
| Ability to move around a large school site, to carry materials to and from examinations and to stand for long periods of time | E | ✓ | ✓ |
| Demonstrate good computer skills to control and conduct online assessments (training available) | D | ✓ |  |