**Person Specification - Invigilator**

***Villiers High School is looking to appoint personnel who would:***

 be enthusiastic and committed to the school

 have the ability to adapt to change

 have the ability to work closely with a wide range of other professionals in a supportive and constructive way

 be able to demonstrate a record of personal time management and possess the

management skills necessary to direct others

 operate calmly and effectively within an environment which makes variable demands

 have the ability to work as a member of a team as well as independently

 show initiative and self-motivation

 be aware of Health and Safety issues and implement these at all times

**Experience:**

***Desirable***

 Experience of working with young people, not necessarily in a school environment.

 Supervisory experience

***Essential***

 GCSE Maths and English equivalent at Grade C or higher

 Experience of communicating with people at all levels and the ability to communicate oral instructions clearly

 Good interpersonal skills and ability to give accurate attention to detail

 Flexibility

 Good preparation and organisational skills

 Ability to work to deadlines

***Training -*** Training in all aspects of invigilation will be given to the successful candidates