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**Person Specification**

**Casual Examination Invigilator**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Knowledge/Qualifications**  |
| Education/Qualifications to at least Post 16 level |  | ✓ | Application |
| Experience in a similar role |  | ✓ | Application |
| A willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate | ✓ |  | Interview |
| Good ICT skills  |  | ✓ | Application/Interview |
| **Experience**  |
| A successful record of participating as a team member | ✓ |  | Application/Interview |
| A commitment to safeguarding and promoting the welfare of children and young people | ✓ |  | Application/Interview |
| Experience of setting targets for your own work and reviewing progress and outcomes |  | ✓ | Application/Interview |
| A commitment to the school’s Strategic Purpose, Commitment and Intent | ✓ |  | Application/Interview |
| **Personal Skills**  |
| Able to communicate appropriately with and relate effectively to all levels of staff and students | ✓ |  | Application/Interview |
| Ability to demonstrate patience, flexibility and a sense of humour | ✓ |  | Application/Interview |
| Committed to improving standards | ✓ |  | Application/Interview |
| An effective team member | ✓ |  | Application/Interview |
| Ability to be efficient and reliable and work under pressure  | ✓ |  | Application/Interview |
| Excellent communication skills, both orally and in writing | ✓ |  | Application/Interview |
| Willingness to assist other Support functions across the school when necessary | ✓ |  | Interview |
| Willingness to undertake training and development suited to the post | ✓ |  | Interview |
| **Equal Opportunities**  |
| Must have an understanding of and commitment to the Trust’s equal opportunities policies and procedures | ✓ |  | Application/Interview |
| To be able to demonstrate a commitment to celebrating diversity and promoting community cohesion in a multi-cultural setting | ✓ |  | Application/Interview |

**September 2021**