



GREENWOOD DALE FOUNDATION TRUST

PERSON SPECIFICATION

Exam Invigilator

	Essential	Desirable	How Assessed
Qualifications:			
Five GCSE's or equivalent A-C	✓		Application form
Experience:			
Working within an education establishment		✓	Application form; at interview and reference
Personal and Professional Skills and Attributes:			
Ability to communicate effectively with a range of young people and adults	✓		Application form and at interview
Ability to work to predetermined instructions	✓		Application form and at interview
Effective use of initiative	✓		Application form and at interview
Understanding and respect for confidentiality in relation to all issues connected with the role	✓		Application form and at interview
Ability to demonstrate integrity and trustworthiness	✓		Application form and at interview
Reliable and punctual	✓		Application form and at interview
Patient, tactful and approachable	✓		Application form and at interview
Ability to work under pressure and meet deadlines whilst maintaining accuracy at all times	✓		Application form and at interview
Good interpersonal skills	✓		Application form and at interview
Ability to work co-operatively and flexibly as part of a team or alone as necessary	✓		Application form and at interview
Other:			
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
Good health and attendance record	✓

The Greenwood Dale Foundation Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.