

**Monkwearmouth Academy**

**Exams Invigilator**

#### PERSON SPECIFICATION

 E = Essential

 D = Desirable

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| **Category** |  |  | **Evidence Gained From** |
| **EXPERIENCE** | * Previous experience of working as an Exams Invigilator or in a school environment
 | D | * Application
* Interview
* References
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| **KNOWLEDGE AND SKILLS** | * Good communication skills with the ability to relate well to students and adults
* Able to work as part of a team and also able to work alone as necessary
* Flexible approach to work
* Reliable and punctual
* The ability to remain calm and patient in a difficult situation
* Ability to use own initiative
 | EEEEEE | * Application
* Interview
* References
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| **OTHER REQUIREMENTS** | * A commitment to safeguarding and promoting the welfare of children and young people
* A commitment to equal opportunities
* A commitment to CPD
 | EEE | * Application
* Interview
* References
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