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**Monkwearmouth Academy**

**Exams Invigilator**

#### PERSON SPECIFICATION

E = Essential

D = Desirable

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** |  |  | **Evidence Gained From** |
| **EXPERIENCE** | * Previous experience of working as an Exams Invigilator or in a school environment | D | * Application * Interview * References |
| **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 | E  E  E  E  E  E | * Application * Interview * References |
| **OTHER REQUIREMENTS** | * A commitment to safeguarding and promoting the welfare of children and young people * A commitment to equal opportunities * A commitment to CPD | E  E  E | * Application * Interview * References |