

PERSON SPECIFICATION- Examination Invigilator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Previous experience of invigilation	D	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Previous experience of working in an educational establishment	D	
<input type="checkbox"/> Experience of working with IT, or willingness to learn	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Ability to relate well to children and adults	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Excellent verbal and written communication skills	E	
<input type="checkbox"/> Be a confident and reassuring presence to candidates in the examination venue	E	
<input type="checkbox"/> Ability to work effectively as part of a team with other invigilators and staff	E	
<input type="checkbox"/> Good organising, planning and prioritising skills	E	
<input type="checkbox"/> Methodical with a good attention to detail	E	
<input type="checkbox"/> Be vigilant	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> Friendly and professional	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Punctual	E	
<input type="checkbox"/> A desire to do things to the best of your ability	E	
<input type="checkbox"/> Ability to work flexibly	E	
<input type="checkbox"/> Reliable and dependable	E	

Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	