



Many Minds One Heart

Northfield School & Sports College

Person Specification

Job Title:	Exam Invigilator (Casual)
Responsible To:	Examinations Officer
Grade:	F (point 7-8)

1. Qualifications and Training	Essential/Desirable	Source of Evidence
• Basic skills/induction	E	Application Form/ Written Reference
• Willingness to participate in training and development opportunities	E	
• The Support Work in Schools VQ (SWIS)	D	
2. Experience	Essential/Desirable	Source of Evidence
• Basic clerical/administrative experience	E	Application Form/ Reference/Selection Activity/Interview
• Experience of working in a school environment	D	
• Experience of exam invigilation	D	
3. Professional Skills / Knowledge	Essential/Desirable	Source of Evidence
• Ability to relate well to children and adults	E	Application Form/Selection Activity/Interview
• Excellent literacy and numeracy skills	E	

3. Professional Skills / Knowledge cont.	Essential/Desirable	Source of Evidence
• Excellent communication skills	E	
• Ability to work under pressure and to tight deadlines	E	
• An understanding of the examination process	E	
• Ability to work effectively as part of a team	E	
• Be able to follow instructions	E	
• Be able to maintain confidentiality	E	
• Good organising, planning and prioritising skills	E	
• Methodical with a good attention to detail	E	
• Listening skills	E	
4. Personal Attributes	Essential/Desirable	Source of Evidence
• Friendly and professional manner	E	Application Form/Selection Activity/Interview
• Flexibility	E	
• Reliable and punctual	E	
• Calm and diplomatic and be able to maintain an air of authority	E	
• Common sense and fast thinking	E	
• A commitment to working as part of the whole school team and supporting the vision and aims of the school	E	
Able to demonstrate a commitment to:		
• Equal opportunity for all school users	E	
• Encouraging children to develop self-esteem and tolerance of others	E	
• Furthering your own professional knowledge, skills and experience	E	

5. Safeguarding Children	Essential/Desirable	Source of Evidence
<ul style="list-style-type: none"> • Able to form and maintain appropriate relationships and personal boundaries with children 	E	Written Reference/Interview
<ul style="list-style-type: none"> • Has appropriate motivation to work with children and young people 	E	
<ul style="list-style-type: none"> • Has the ability to maintain appropriate relationships and personal boundaries with children and young people 	E	
<ul style="list-style-type: none"> • Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline 	E	
<ul style="list-style-type: none"> • Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education 	E	