

## PERSON SPECIFICATION

### Exam Invigilator

Qualifications/Experience	ESSENTIAL	DESIRABLE	EVIDENCED (Application Form Interview References)
GCSE English and Mathematics, or equivalent	*		A
Computer literate with experience of Microsoft Office applications		*	A, I
Relevant experience in a similar post		*	A, I
<b>Personal Qualities</b>			
Is suitable to work with children and young people	*		I, R
Is able to relate well to students and their parents	*		I, R
Works well under pressure, maintaining a sense of humour	*		I, R
Is a team player	*		A, I
Has a flexible and adaptable approach	*		A, I, R
Is honest and reliable	*		I, R
Has a positive outlook	*		I
Has an excellent attendance record	*		R
<b>Skills</b>			
Communication - A good level of spoken and written skill	*		I, R
Is able to multi-task, with the ability to meet deadlines	*		A, I
Is well organised, with good time management skills	*		A, I, R

***South Bromsgrove High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
All appointments are subject to Enhanced CRB Disclosure.***