

## Person Specification

### Post: Exam Invigilator

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Grade 4 or above in English and mathematics (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>A-level to higher education (or equivalent) or beyond</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> <li>Working in an educational setting or with young people</li> <li>Working with young people with additional needs</li> <li>Working in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Patient and understanding demeanour</li> <li>Ability to relate to students yet maintain an air of authority</li> <li>Work to predetermined instructions</li> <li>Strong oral and written communication skills</li> <li>Work independently, show initiative and be proactive</li> <li>Team worker</li> <li>Commitment to safeguarding</li> <li>Microsoft Office, especially Excel, Outlook and Word</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Examination processes</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to give, receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>