**Person Specification for the post of Invigilator October 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** | **Measured by:** |
| **1. Faith Commitment** | * Sympathetic to the Catholic Ethos * Practicing Catholic | ✓ | ✓ | A/ R  A/ R |
| **2. Skills and Experience** | * Experience of working in a school environment * Previous experience supporting exams and pupils * Ability to scribe for students * Excellent communication and listening skills * Ability to respect and maintain confidentiality * Working knowledge of standard computer packages * Ability to prioritise and manage own workload to meet appropriate deadlines * Efficient and effective organisational skills * Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues * Ability to work independently or within a team * Flexibility with regards to working hours during examination periods | ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓ | A/R/I  A/R/I  A/R/I  A/R/I  A/R/I  A/R/I  A/R/I  A/R/I  A/R/I  A/R/I  A/R/I |
| **3. Professional Skills** | * Ability to communicate effectively both orally and in writing * Good planning and organisation skills * ICT literate * Team Skills | ✓  ✓  ✓  ✓ |  | R/I  R/I  R/I  R/I |
| **4. Personal Qualities** | * Personal presence, enthusiasm and self-confidence * Ability to find solutions * Energy, drive and stamina * Good attendance and reliable * Integrity and sense of fair play * Clear thinker * Good sense of humour | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | R/I  R/I  R/I  R/I  R/I  R/I  R/I |

**A – Application Form R – References LO - Lesson Observation I - Interview P – Presentation**