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

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|  |  | **Essential** | **Desirable** | **Measured by:** |
| **1. Faith Commitment** | * Sympathetic to the Catholic Ethos
* Practicing Catholic
 | ✓ | ✓ | A/ RA/ 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/IA/R/IA/R/IA/R/IA/R/IA/R/IA/R/IA/R/IA/R/IA/R/IA/R/I |
| **3. Professional Skills** | * Ability to communicate effectively both orally and in writing
* Good planning and organisation skills
* ICT literate
* Team Skills
 | ✓✓✓✓ |  | R/IR/IR/IR/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/IR/IR/IR/IR/IR/IR/I |

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