# Invigilator – Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Assessed by:** | | |
|  | **Essential (E)/ Desirable (D) ?** | **Application Form** | **Interview** | **Reference** |
| **Educational Attainment/Training** |  |  |  |  |
| English and Maths qualifications at GCSE Grade C or equivalent. | E | X |  |  |
|  |  |  |  |  |
| **Work Experience** | | | | |
| Experience/ability to work as part of a team. | E | X |  | X |
| Experience of managing own workload to meet deadlines. | E | X | X | X |
| Experience of managing a range of competing priorities effectively. | E | X | X | X |
| Experience of using initiative. | E | X | X | X |
| Experience of working in a school/educational establishment. | D | X |  |  |
| Experience of invigilating exams. | D | X |  |  |
| Familiarity with JCQ code of conduct publication. | D | X | X |  |
|  |  |  |  |  |
| **Knowledge/Skills/Aptitude** | | | | |
| Good Numeracy and Literacy Skills. | E | X |  |  |
| Good organisational skills. | E |  | X |  |
| Good communication skills. | E |  | X |  |
|  | | | | |
| **Disposition** | | | | |
| Flexible in working arrangements. | E |  | X |  |
| Willingness to undertake training and development. | E |  | X |  |
| Ability to relate well to children and adults. | E |  | X |  |
| Team player. | E |  | X |  |
| Ability to learn from self-evaluation. | E |  | X |  |
| Committed to the principles of equality and diversity. | E |  | X |  |
|  | | | | |
| **Circumstances** | | | | |
| Enhanced clearance from the Disclosure and Barring Service. | E |  |  |  |