



**EXAM INVIGILATOR - PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>EVIDENCE</b>
<b>SAFEGUARDING</b>		
Ability to safeguard and promote the welfare of children and young people, have a good understanding of the safeguarding agenda and show a personal commitment to safeguarding	E	Application/Reference/ Interview
<b>EXPERIENCE AND QUALIFICATIONS</b>		
GCSE grade C or above, including English and Maths (or equivalent qualification)	E	Application / Certificates
First Aid Certificate	D	Application / Certificates
<b>PERSONAL QUALITIES</b>		
Strong commitment to the values and ethos of a school and the ability to promote them.	E	Application letter / Interview / Reference
Willingness to undergo further training and development.	E	Application letter / Interview / Reference
Positive and enthusiastic approach towards work and to work collaboratively and constructively as a member of a team and to support colleagues as required.	E	Application / Reference / Interview
Ability to act on own initiative.	E	Application letter / Interview / Reference
Kindness and empathy towards students and colleagues	E	Application letter / Interview / Reference
<b>SKILLS AND ABILITIES</b>		
Excellent organisational skills, timekeeping and a flexible approach to working hours.	E	Application letter / Interview / Reference
Be aware of your own skills of self-management as regards time, prioritising workload and ability to work to deadlines.	E	Application letter / Interview
Good attendance and punctuality record.	E	Reference
Clear expectations and a clear view of what high standards and performance looks like.	E	Application letter / Interview
Articulate and numerate with excellent interpersonal skills and the ability to work within professional boundaries and communicate with students and staff effectively.	E	Application / Reference / Interview
A discreet and diplomatic nature with respect for confidentiality at all times.	E	Application / Reference / Interview
Skilled at making and sustaining positive relationships with children.	E	Application / Reference / Interview

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