



HALL GREEN SCHOOL **PERSON SPECIFICATION** **POST: EXAM INVIGILATOR**

Salary Range/Grade: Paid by the Hour
Responsible to: Examinations Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected
Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	GCSE Grade C or above (or equivalent) in English and Maths	A		
Professional Experience	No specific experience is necessary. Full training for the role will be provided	A	- Experience of Invigilating duties in a secondary school environment - Experience of working in a supervisory capacity	A A/I
Skills	- Excellent organisational skills - A flexible approach to work - Ability to work under pressure - Accuracy and attention to detail - Ability to relate to candidates yet maintain an air of authority - Ability to communicate with candidates and members of staff clearly and accurately - Effective oral and written communication skills	A/I A/I A/I A/I I I		

