

<b>EXAM INVIGILATOR PERSON SPECIFICATION</b>		Assessment Key: A Application Form	
		I Interview	
<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Commitment to the Exams Training Programme		✓	A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of working in a team		✓	A/I
Experience working in education		✓	A/I
Experience working with challenging young people		✓	A/I
<b>Knowledge and skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
An awareness of safeguarding in schools		✓	A/I
A logic approach to problem solving	✓		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Ability to communicate with a variety of people	✓		A/I
Enthusiastic and committed	✓		I
Meet deadlines whilst working under pressure	✓		I
Displays an awareness, understanding and commitment to safeguarding children and young people	✓		I
A forward-thinking approach	✓		A/I
Excellent interpersonal skills	✓		I
Can demonstrate an ability to contribute towards a safe environment	✓		I
Self-motivated and able to work constructively as part of a team	✓		I

Signed Employee:		Date:	
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Print Name:	
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