



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Person Specification Exam Invigilator

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Qualifications	Essential	Desirable
<input type="checkbox"/> Good standard of general education	✓	
Knowledge and Experience	Essential	Desirable
<input type="checkbox"/> Good Literacy	✓	
<input type="checkbox"/> Good Numeracy	✓	
<input type="checkbox"/> Experience of working in a school environment or examinations department		✓
<input type="checkbox"/> Knowledge of examination rules and conduct		✓

Skills and Abilities		
<input type="checkbox"/> Effective communication and interpersonal skills	✓	
<input type="checkbox"/> Confident in speaking to large groups of students	✓	
<input type="checkbox"/> Able to relate to students of all abilities	✓	
<input type="checkbox"/> Ability to work with initiative and common sense	✓	
<input type="checkbox"/> Team player with ability to work individually when needed	✓	
<input type="checkbox"/> Understand the need to maintain confidentiality	✓	
<input type="checkbox"/> Be able to maintain high standards and expectations	✓	

Personal Qualities		
<input type="checkbox"/> Committed to safeguarding and promoting the welfare of young people	✓	
<input type="checkbox"/> An interest in the education sector	✓	
<input type="checkbox"/> A supportive and empathetic approach to students	✓	
<input type="checkbox"/> Flexible approach to work including flexibility in working hours	✓	
<input type="checkbox"/> Reliable and Responsible	✓	
<input type="checkbox"/> Ability to manage time effectively and be punctual	✓	
<input type="checkbox"/> Enthusiastic and committed	✓	

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____