

GOSFORD HILL SCHOOL



PERSON SPECIFICATION

Post Title: Exam Invigilator

Criteria	Essential	Desirable	Assessment Method
Qualifications & training	<ul style="list-style-type: none"> • Good level of general educational achievement and evidence of continuing training beyond school level 		(A)pplication I
Relevant experience		<ul style="list-style-type: none"> • Experience working with young people 	A
Skills	<ul style="list-style-type: none"> • Ability to follow professional guidelines • Ability to interact confidently with students and staff • Good organisational skills • Good verbal and written communication skills • An understanding of the importance of professional confidentiality • Ability to work well in a team 		I, (R)eferences R R/I I R R
Personal qualities	<ul style="list-style-type: none"> • Reliable • Punctual • Flexible • Calm but firm • Initiative • Honest 		I/R I I I I I
Knowledge & understanding	<ul style="list-style-type: none"> • understand the statutory requirements of legislation concerning safeguarding, including child protection, equal opportunities, health & safety and inclusion 		I
Other requirements	<ul style="list-style-type: none"> • willing to undergo a DBS check • willing to undergo a pre-employment health check 		I I

All applicants to Gosford Hill School will be expected to fully undertake our safeguarding arrangements and be prepared to comply with all relevant checks to ensure our young people are safe.