

**Invigilator  
PERSON SPECIFICATION**

|                              | Criteria   | Essential | Desirable | Application Form | Certificates | Selection Process | Reference |
|------------------------------|--|-----------|-----------|------------------|--------------|-------------------|-----------|
| <b>Qualifications</b>        | Good general level of education with 4 GCSE Level C and above (including Maths and English)  | ✓         |           | ✓                | ✓            |                   |           |
|                              | ICT literate with good keyboard skills   | ✓         |           | ✓                | ✓            |                   |           |
|                              | Evidence of recent continuing professional development,  |           | ✓         | ✓                | ✓            |                   |           |
| <b>Skills and Experience</b> | Experience of working with secondary age children  |           | ✓         | ✓                |              | ✓                 | ✓         |
|                              | Use of MS Office, including Excel and Word   |           | ✓         | ✓                |              | ✓                 |           |
|                              | Experience of working in an educational environment in a [multi academy Trust or large academy].   |           | ✓         | ✓                |              | ✓                 | ✓         |
|                              | Record of good time management skills and ability to prioritise work effectively   | ✓         |           | ✓                | ✓            | ✓                 |           |
|                              | Authoritative presence   | ✓         |           | ✓                |              | ✓                 |           |
|                              | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.                     | ✓         |           | ✓                |              | ✓                 |           |
|                              | Ability to relate well to student and adults   | ✓         |           | ✓                |              | ✓                 |           |
|                              | Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.             | ✓         |           | ✓                |              | ✓                 | ✓         |
|                              | Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels. | ✓         |           | ✓                |              | ✓                 |           |
|                              | Ability to identify own training and development needs   | ✓         |           | ✓                |              | ✓                 |           |
|                              | Professional approach to duties and presentation.  | ✓         |           | ✓                |              | ✓                 |           |
|                              | The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.                                       | ✓         |           |                  |              | ✓                 |           |
|                              | A helpful, calm and organised manner.  | ✓         |           | ✓                |              | ✓                 |           |