



SIGMA TRUST

Person Specification

Exam Invigilator

Qualifications & Experience	Essential	Desirable
Basic level of education	✓	
General understanding of the operation of a school		✓
Good reading and writing skills	✓	
Ability to count and undertake basic calculations	✓	
Skills and Knowledge	Essential	Desirable
Ability to complete basic forms	✓	
Seek support to overcome communication barriers with children and adults	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Ability to consult effectively with pupils and colleagues	✓	
Understand and implement the school's behaviour management policy	✓	
Understand and support the differences in children and adults and respond appropriately	✓	
Basic understanding of the learning experience provided by the school		✓
Basic understanding of the way in which children develop		✓
Understand the importance of physical and emotional wellbeing	✓	
Understand the role of others working in the school		✓
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with other adults in the school	✓	
Ability to provide timely and accurate information	✓	
Personal	Essential	Desirable
Good organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to follow instructions	✓	