

# Exams Invigilator

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>INITIAL QUALIFICATIONS</b>		*GCSE Grade C English and Maths
<b>FURTHER QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT</b>		*Degree/post graduate study  *Recent, relevant in-service training in current educational practice, including management.  *ICT competence  **Experience of working within a secondary school setting
<b>EXPERIENCE</b>	*Experience of working as part of a team	**Experience of delivering effective activities to support learning.  **Experience of invigilating exams.  **Experience of working with a wide range of young people in a supportive role
<b>SKILLS AND ABILITIES</b>	*Ability to work on own initiative and develop relationships with teachers and students.  **Competent in the skills of communication, teamwork and building positive relationships with young people.	*Ability to contribute to raising achievement.
<b>OTHER</b>	**Awareness, understanding and commitment to equal opportunities.  **Ability to deal with both students and parents in a supportive way	*Ability to work on own initiative

Those elements marked \* will be assessed in your application.

Those elements marked \*\* will be assessed in your application and during the selection process, eg interview, presentation.

**NB references will be used to support the selection panel's assessment.**