

Invigilator Person Specification – November 2020

| Attributes | Essential | Desirable | How Assessed |
|---|-----------|-----------|---|
| Education and Qualifications: | | | |
| Good written & spoken English skills | ✓ | | Application Form |
| Experience: | | | |
| Experience in supervising/dealing with young people (paid or voluntary) | | ✓ | Application Form |
| Experience of working with young people in recreational situations | | ✓ | Application Form |
| Interpersonal and Social Qualities: | | | |
| Good communication and interpersonal skills | ✓ | | Application Form and Interview |
| Enjoy working with young people and be able to effectively & proactively supervise them | ✓ | | Application Form |
| Excellent organisational skills | ✓ | | Application Form |
| Ability to work with minimal supervision and to act on own initiative within set boundaries | ✓ | | Application form, at interview and references |
| Be patient, sympathetic and remain calm in an emergency | ✓ | | Application Form |
| Ability to work effectively as part of a team or alone as necessary | ✓ | | Application Form and Reference |
| To work with accuracy and attention to detail | ✓ | | Application Form and Reference |
| Health & Physical: | | | |
| Must be able to cope with the demands of the job and attend on a regular basis. | ✓ | | Application Form |
| Able to stand for the duration of an exam (1-2.5 hours). | ✓ | | Application Form |
| Be reasonably fit | ✓ | | Application Form |
| Motivation: | | | |
| Willingness to work flexibly and to adapt to the schools changing needs. | ✓ | | Application Form |
| Commitment to equality principals | ✓ | | Application Form |
| Other | | | |
| Be available for a minimum of 3 days or 5 sessions a week | ✓ | | Application Form |