



ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: EXAM INVIGILATOR



	Essential	Desirable	Measured by
Qualifications / Training	<ul style="list-style-type: none"> Willingness to undertake any further training relevant to the role 	<ul style="list-style-type: none"> Educated to GCSE Standard or equivalent Further professional qualifications Evidence of related training 	A/Q
Experience	<ul style="list-style-type: none"> Experience of working to support children's learning gained in a relevant environment Collaborative working within a team Efficient administration and good organisation 	<ul style="list-style-type: none"> Experience of working in a secondary school Evidence of Safeguarding/Child protection and the Data Protection Act 	A/I A/i A/I
Knowledge and Understanding		<ul style="list-style-type: none"> An understanding of examination processes Awareness of requirements of SEN and disability legislation 	A/I
Skills	<ul style="list-style-type: none"> Excellent organisational skills Accuracy and attention to detail Ability to work on own initiative and problem-solve Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Effective oral and written communication skills Ability to work as part of a team or alone if necessary Ability to keep calm under pressure or during unexpected circumstances 	<ul style="list-style-type: none"> Good ICT skills for learning and administrative requirements. 	A/I I I I
	Essential	Desirable	
Person Characteristics	<ul style="list-style-type: none"> Excellent attendance and punctuality An enthusiastic approach to working with students Ability to work flexibly and respond to developing needs Reliability and integrity Positive and optimistic Humour and resilience 		I I I I I

Measured by Key:

- A - Application form
- I - Interview
- Q - Qualification check