

PERSON SPECIFICATION

POST: Exams Invigilator

To be demonstrated in A - Application form

L- Letter of application

I - Interview

	Essential	Desirable	Shown in
EDUCATION AND TRAINING			
1. Good general education	✓		L
2. To be prepared to undertake further training	✓		I
EXPERIENCE			
1. Working with teenagers		✓	L
KNOWLEDGE			
1. Understanding of a variety of positive strategies to encourage good behaviour		✓	A/I
JOB SPECIFIC REQUIREMENTS			
1. Enjoyment of working with young people	✓		A/I
2. Suitability to work with children	✓		A/I
3. Be reliable, flexible and readily available during school exam periods	✓		L/I
4. Follow Examination rules and guidance	✓		
PROFESSIONAL UNDERSTANDING			
1. To treat all young people with respect and understanding	✓		A/I
2. To promote the school code of behaviour	✓		A/I
PROFESSIONAL SKILLS			
1. Be able to communicate effectively with other adults and young people	✓		I
2. Be able to maintain an orderly environment in a variety of situations	✓		I
3. Ability to work within a team	✓		I