

POST: EXAM INVIGILATOR

SALARY: £12.71 PER HOUR, PLUS HOLIDAY PAY

Person Specification

NOTE TO CANDIDATE:

- The

Essential Criteria are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the 'Essential Criteria'.
- The **How Identified** column shows how the academy will obtain the necessary information about you.
- If you feel you meet the 'Essential Criteria' or 'Desirable Criteria', you **MUST** include enough information to show how you meet this criteria in your application. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	• Willingness to participate in relevant training and development opportunities.	Application form and interview	• Experience of working with children (either paid or unpaid).	Application Form and interview
Skills and Experience	• Reliability and punctuality. • Ability to communicate with students and members of staff clearly, accurately, and politely. • Ability to supervise groups of students. • Ability to relate to students yet maintain an air of authority. • Ability to work to predetermined instructions. • Ability to work as part of a team or alone, as necessary. • Accuracy and attention to detail. • A flexible approach to work. • Ability to recognise and prioritise urgent requirements. • Commitment to safeguarding.	Application form and interview	• Ability to anticipate contentious issues and to act accordingly. • Ability to promote calm and reassuring behaviour from the students. • To be able to take the initiative. • Ability to be firm, but fair, at all times. • Basic IT skills (Use of email, Microsoft etc.)	Application Form and interview