

INVIGILATOR

PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level standard or equivalent 	<ul style="list-style-type: none"> Educated to A level standard or equivalent Further or higher education 	<ul style="list-style-type: none"> Application checked by original documentation
Experience and Knowledge		<ul style="list-style-type: none"> Recent experience in a similar post Experience of working with young people in a paid or voluntary capacity 	<ul style="list-style-type: none"> Application form Interview
Skills and Abilities	<ul style="list-style-type: none"> Ability to communicate in a clear and confident manner High standards of literacy, both verbal and written Attention to detail and accuracy of work Well organised Excellent communication and interpersonal skills Ability to “think on your feet” 		<ul style="list-style-type: none"> Application form Interview
Attributes and Attitudes	<ul style="list-style-type: none"> Ability to remain calm under pressure Alignment to school values and ethos Well organised and hard working Enthusiasm for working with young people Confidentiality and discretion Common sense and a sense of proportion Good attendance and punctuality Flexibility Energy and enthusiasm A positive attitude towards continual self-improvement Enhanced DBS clearance A commitment to safeguarding the welfare of children A commitment to equal opportunities 		<ul style="list-style-type: none"> Application Interview References
Contra Indicators	<ul style="list-style-type: none"> Criminal convictions involving offences against children 		

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.