**FIR VALE SCHOOL ACADEMY TRUST**

**Person Specification for Examination Invigilators**

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| **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS** | | |
| * Experience in basic administration. * GCSE qualifications or equivalent in English and Mathematics (level 2 standard of education). | * Knowledge of secondary school structures * Understanding of equal opportunities. | Application Form  Supporting statement  Interview |
| **SKILLS/KNOWLEDGE/EXPERIENCE** | | |
| * Good communication skills. * Ability to understand and follow examination arrangements and timetables. * Proven administrative skills. * Organisation skills. * Flexible team worker.   . | * Previous experience of invigilating or supervising examinations. * Experience of working with young people. | Application form  Supporting statement  Interview |
| **WORK RELATED CIRCUMSTANCES** | | |
| * Available to work during the examination periods. * Flexible and prepared to work outside school hours in response to the needs of the school. | * Long term commitment to the school | Application form  Interview  Supporting statement |
| **PERSONAL QUALITIES** | | |
| * Ability to work accurately and under pressure * Ability to remain calm under pressure or during unexpected circumstances. * Reliable and punctual. * Ability to form and maintain appropriate relationships and personal boundaries with young people. |  | Application form  Interview |