**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 FormSupporting statementInterview |
| **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 formSupporting statementInterview |
| **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 formInterviewSupporting 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.
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