

FIR VALE SCHOOL ACADEMY TRUST

Person Specification for Examination Invigilators

ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS		
<ul style="list-style-type: none"> • Experience in basic administration. • GCSE qualifications or equivalent in English and Mathematics (level 2 standard of education). 	<ul style="list-style-type: none"> • Knowledge of secondary school structures • Understanding of equal opportunities. 	<p>Application Form</p> <p>Supporting statement</p> <p>Interview</p>
SKILLS/KNOWLEDGE/EXPERIENCE		
<ul style="list-style-type: none"> ▪ Good communication skills. ▪ Ability to understand and follow examination arrangements and timetables. ▪ Proven administrative skills. ▪ Organisation skills. ▪ Flexible team worker. 	<ul style="list-style-type: none"> ▪ Previous experience of invigilating or supervising examinations. ▪ Experience of working with young people. 	<p>Application form</p> <p>Supporting statement</p> <p>Interview</p>
WORK RELATED CIRCUMSTANCES		
<ul style="list-style-type: none"> ▪ Available to work during the examination periods. ▪ Flexible and prepared to work outside school hours in response to the needs of the school. ▪ 	<ul style="list-style-type: none"> ▪ Long term commitment to the school 	<p>Application form</p> <p>Interview</p> <p>Supporting statement</p>
PERSONAL QUALITIES		
<ul style="list-style-type: none"> • 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. 		<p>Application form</p> <p>Interview</p>