

BELPER SCHOOL

PERSON SPECIFICATION – EXAMINATIONS INVIGILATOR

	ESSENTIAL DESIRABLE	EVIDENCE
<p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> ▪ Experience of working in a school environment. ▪ Ability to communicate effectively. ▪ Ability to work to predetermined instructions. ▪ Ability to judge when a decision is not theirs to make ▪ Ability to be fair but firm at all times ▪ Understanding of issues of confidentiality. ▪ Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed. 	<p>D E E E E E D</p>	<p>A/I/R A/I A/R/I R/I R/I R/I A/I/R</p>
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> ▪ Ability to remain calm under pressure or during unexpected circumstances. ▪ Integrity, showing trustworthiness. ▪ Patient, tactful and approachable. ▪ Reliability and punctuality. ▪ Ability to relate to staff . ▪ Ability to relate to candidates yet maintain an air of authority. ▪ Ability to work co-operatively and flexibly as part of a team or alone as necessary. ▪ Common sense and initiative. ▪ Takes care and pride in all tasks given, particularly accuracy and detail. ▪ Fosters good relationships. ▪ Sense of humour. ▪ A commitment to the school’s equal opportunities policy. ▪ A commitment to the safeguarding and welfare of children. 	<p>E E E E E E E E D D E E</p>	<p>I/R I/R I/R I/R I/R I/R A/I/R I/R I/R A/I/R A/I/R A/I/R</p>
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Grade C or above in GCSE Maths or equivalent. ▪ Grade C or above in GCSE English or equivalent. 	<p>D D</p>	<p>A A</p>

Code: A - Application R - Reference I - Interview