

Stratford-upon-Avon School

Examination Invigilators

Person Specification September 2023

Please read this Person Specification carefully as it will be used to assess candidates as part of the short list and interview process. The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence Base
Qualifications and specific experience	Good numeracy and literacy skills. Effective written and oral skills.	Previous experience of working in a school environment. Previous examination invigilator experience.	Application Form, references and interview.
Knowledge and skills	Communicates effectively. Good understanding and ability to use relevant documentation / technology. Ability to work constructively as part of a team. Ability to relate well to students and adults. Good organising, planning and prioritising skills. Methodical with excellent attention to detail.	Willingness to work with IT equipment and software. GCSE or A Level Maths and Science subject knowledge	Application form, references, interview.
Key competencies and aptitudes	Enthusiasm for working with children and young people Reliable and punctual. Polite and friendly with a flexible approach to work. Able to follow instructions. Able to keep calm and maintain an air of authority. An active listener. Can take responsibility and accountability. Committed to the needs of students and can challenge barriers which block the provision of an effective service. Is adaptable to change / embraces and welcomes change. Can act with pace and urgency being energetic, enthusiastic and decisive. Can maintain smart and business-like dress standards.		Application form, Interview
Professional Development	Undertake appropriate professional development.		Application form
Other	General level of fitness, adequate for spending long periods standing. Commitment to being fully available throughout examination periods. Post subject to an Enhanced DBS. Commitment to the protection and safeguarding of children and young people. An interest in education and a commitment to raising standards.		Application form, Interview.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.