



Person Specification

Job Title: Examinations Invigilator Department/School: Examinations, Robert Clack School	Essential	Desirable (not essential)	Method of Assessment
1. Experience <ul style="list-style-type: none"> • Relevant work experience. • Experience of working in a school or similar environment. 	✓	✓	Application Form Test/Task at Interview Interview
2. Education, Training & Qualifications <ul style="list-style-type: none"> • Good numeracy and literacy skills. • Good general standard of education. 	✓ ✓		Application Form Test/Task at Interview Interview
3. Professional Relationships <ul style="list-style-type: none"> • Able to work effectively and supportively within a team. • Good written and verbal communication skills when dealing with pupils and colleagues i.e. patient, tactful and approachable. • Ability to maintain authority when dealing with pupils. 	✓ ✓ ✓		Application Form Interview
4. Equalities & Diversity <ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of children. • Commitment to Equal Opportunities and Diversity. 	✓ ✓		Application Form Interview

<p>5. Skills</p> <ul style="list-style-type: none"> • Good organisation and able to prioritise. • Ability to work methodically with good attention to detail. • Work in accordance with the school's health and safety policies. • Maintain confidentiality with regards to all school matters. 	<p style="text-align: center;">✓ ✓ ✓ ✓</p>		<p style="text-align: center;">Application Form Test/Task at Interview Interview</p>
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Safeguarding and Promoting the Welfare of Children and Young People

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers and an enhanced Disclosure & Barring Service check.