

Person Specification – Exam Invigilators		
	Essential (E) or Desirable (D)	Evidenced by:
Willing and able to obtain Enhanced DBS clearance/ for schools	E	Application / DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A* - C or equivalent) in English and Maths	E	Application and Certificates
Knowledge of Word and Excel and other office programs	E	Application and practical activity
Good communication skills – especially orally	E	Application and interview
Able to form good working relationships with adults and children.	E	Application and interview
Efficient, organised, works accurately and pays attention to detail	E	Application and interview
Resilient and able to focus for long periods of time	E	Application and interview
Ability to keep calm and focussed in pressurised situations	E	Application and interview
Diplomatic, discerning and able to deal with confidential information	E	Application and interview
Fast learner, picks up most things first time	D	Application and interview
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	E	Interview and practical activity
Ability to keep calm and focussed in pressurised situations	E	Application and interview
Able to liaise and communicate confidently with staff at all levels	E	Application and interview
Able to follow instructions, pick up things quickly and take initiative within boundaries	E	Interview and practical test
Uses own initiative within boundaries - problem-solver with a 'can do' attitude	E	Application and interview
Strong 'customer service' ethic	E	Application and interview
Team player	E	Application and interview
Flexible	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Representative of the school's ethos and core values	E	Application and interview

The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people, and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.