PERSON SPECIFICATION

Post: EXAMINATION INVIGILATOR LEVEL 1 Post No. _____

School Range High

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
QUALIFICATIONS/TRAINING		
Have achieved or working towards Level 2 qualification or equivalent in Maths/numeracy and English/literacy.	D	AF + I
Relevant Level 1 qualification or equivalent experience.	D	AF + I
NVQ Level 2 in Business Administration/Customer Service or equivalent qualification or experience.	D	AF + I
EXPERIENCE		
Previous relevant experience	D	AF + I
Experience of general clerical/administrative work.	E	AF + I
Basic knowledge of First Aid.	D	AF + I
Basic Awareness of inclusion especially within a school setting.	E	AF + I
SKILLS/KNOWLEDGE/APTITUDES		
Communication and Influence Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical ways. Avoids jargon, keeping to everyday language. Is able to provide constructive feed back on day-to-day issues in an appropriate manner.	E	AF + I

Team Working Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback.	E	AF + I
Organisational Awareness Understands how own job contributes to the school's activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.	E	AF + I
Adaptability Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.	E	AF + I
Use of Technology Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers etc). Has a willingness to remain proficient as the technological needs of the school change.	D	AF + I
Professional Values and Practice Ability to build and maintain successful relationships with pupils and adults, treat them consistently, with respect and consideration.	E	AF + I
Ability to improve your own practice through observations, evaluation and discussion with colleagues.	E	AF + I
SPECIAL REQUIREMENTS Requirement to complete Support Staff Induction Programme.	E	I

Prepared by: Andy Pritchard

Date: February 2018

AF = Application Form
I = Interview
T = Test
P = Presentation