

Casual Exam Invigilator, Grade 5, Scale Point 7- PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
Experience of busy work/school environment	X		Application Form
Achieved at least GCSE Level		X	Application Form
Experience of working in a secondary school		X	Application Form Interview
Skills & Knowledge	Essential	Desirable	How Assessed
Excellent organisational skills A flexible approach to work Ability to work under pressure Accuracy and attention to detail Ability to work on own initiative and problem-solve Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Effective oral and written communication skills Ability to work to predetermined instructions Ability to work as part of a team or alone as necessary Ability to keep calm under pressure or during unexpected circumstances Ability to judge when a decision is not yours to make Ability to be firm but fair at all times	X		Application Form and Interview
Safeguarding	Essential	Desirable	How Assessed
Understanding of current statutory processes, procedures and associated documentation	X		Application Form & Interview
Personal attributes	Essential	Desirable	How Assessed
Reliability Punctuality Tactful and understands confidentiality Common sense and initiative Keen to undertake training and develop skills Committed to equal opportunities	X		Application Form and Interview
Safeguarding Statement Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.			