

Henley in Arden School

Person Specification – Exam Invigilator



HENLEY-IN-ARDEN
SCHOOL

	Essential	Desirable	Methods of Assessment
Qualifications	Good levels of competency in literacy & numeracy		Application Qualifications
Experience		<p>Experience of working as an exam invigilator</p> <p>Experience of working in a learning environment such as a learning centre or school/college</p> <p>Experience of working with young people</p>	Application References Interview
Knowledge		<p>An understanding of safeguarding and child protection</p> <p>Knowledge of Joint Council for Qualifications Regulations</p>	Application References Interview
Skills	<p>Effective oral and written communication skills</p> <p>Ability to use basic technology</p> <p>Accuracy and attention to detail</p> <p>Ability to communicate with candidates and members of staff clearly and accurately</p> <p>Ability to work to predetermined instructions</p> <p>Ability to work as part of a team and also alone as necessary</p> <p>Ability to be firm but fair at all times</p> <p>Ability to follow recognised procedures and policies</p>	Awareness of the Code of Practice	Application References Interview Practical Task
Other	<p>Flexible approach to work</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>Professional appearance and demeanour</p> <p>Undergo an enhanced DBS check</p>		Interview References