



## Person Specification

Job Title	Exam Invigilator		
School	Seven Kings School	Salary Range	£14.40 per hour
Selection Criteria			
<b>Education and Qualifications:</b> <ul style="list-style-type: none"><li>• Evidence of training and experience and continuous professional development relevant to the post</li><li>• Good numeracy and literacy</li></ul>			
<b>Experience and Training:</b> <ul style="list-style-type: none"><li>• Experience of working with young people</li><li>• A proven record of success in the field of exam invigilation is desirable by not essential</li><li>• Good interpersonal skills and ability to give accurate attention to detail</li><li>• Commitment to continual further professional development</li><li>• Commitment to the well-being and safeguarding of children by adhering to school policy and procedure</li><li>• Successful experience of working collaboratively and planning within a team</li></ul>			
<b>Knowledge, understanding and skills:</b> <ul style="list-style-type: none"><li>• Excellent verbal and written communication skills</li><li>• Experience of working with a range of partners to deliver agreed outcomes</li><li>• Excellent organisation skills</li><li>• Excellent time management skills</li><li>• The ability to work independently and as part of a team</li><li>• Good I.T. skills</li></ul>			
<b>Personal qualities:</b> <ul style="list-style-type: none"><li>• Strong personal values and motivation to lead in line with the ethos of Seven Kings School</li><li>• Unconditional positive regard for all young people</li><li>• Excellent interpersonal skills; evidence of good relationships with students, parents and colleagues</li></ul>			



- The ability to communicate well and persuasively with a range of audiences, staff, parents, students, external agencies
- An enthusiasm for the post and ability to motivate and inspire and influence pupils, staff, parents / carers and Governors
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- A high level of commitment to the school and its continuing development
- Flexibility and the ability to balance priorities and absorb pressure both for yourself and others seeking support as needed
- An understanding of the need for confidentiality and discretion when dealing with sensitive matters
- An ability to manage own workload to allow an appropriate work/life balance

**General:**

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public