

## Person Specification

<b>Job Title</b>	<b>Lead Exam Invigilator</b>		
<b>School</b>	<b>Seven Kings School</b>	<b>Salary</b>	<b>£15.68 per hour</b>
<b>Selection Criteria</b>			
<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>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>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> <li>Knowledge of safeguarding procedures and policies</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 <b>all</b> young people</li> <li>Excellent interpersonal skills; evidence of good relationships with students, parents and colleagues</li> <li>Excellent verbal and written communication skills</li> <li>The ability to communicate well and persuasively with a range of audiences, staff, parents, students, external agencies</li> <li>An enthusiasm for the post and ability to motivate and inspire and influence pupils, staff, parents / carers and Governors</li> <li>A high level of commitment to the school and its continuing development</li> </ul>			

- 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

**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
- Demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Commitment to developing effective working practices that support the school in raising student achievement and enhancing learning experiences
- Be responsible for own health and safety as well as that of colleagues, students and the public