

HAYDON SCHOOL
PERSON SPECIFICATION – EXAM INVIGILATORS

Attributes	Essential/Desirable	How Identified
<u>Qualifications</u>		
At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification	Desirable	Certificate / Application
Excellent communication and numeric skills	Desirable	Certificate / Application
<u>Experience and associated skills</u>		
Experience of working on own	Desirable	Application / Reference
Previous Invigilation experience	Desirable	Reference / Interview
Previous experience of working with teenagers	Desirable	Reference / Interview
Previous experience of working in a school Environment	Desirable	Application / Interview
Confidentiality	Essential	Application / Interview
<u>Other relevant experience and training</u>		
Ability to demonstrate a willingness to improve own practices and methodologies through the utilization of available information	Desirable	Application/ Interview/reference
<u>Personal skills and specialist knowledge</u>		
Good record of health, attendance and punctuality.	Essential	Interview/Reference
Ability to communicate effectively with students and staff.	Essential	Interview/Reference
Good standard of written and oral communication	Desirable	Interview/Reference
Sensitivity, humour and flexibility	Essential	Interview/Reference
Good organiser	Essential	Interview/Reference

DATE: SEPTEMBER 2023