

Person Specification – Senior Exam Invigilator

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

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| 1 | Experience of establishing positive relationships with children. |
| 2 | Experience of working with or caring for children |

Desirable

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| 3 | First Aid Training |
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Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

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| 1 | Basic literacy and numeracy skills |
| 2 | Able to use language and other communication skills that children can understand and relate to. |
| 3 | Able to supervise groups of pupils |
| 4 | Able to work effectively as part of a team |
| 5 | Able to work within and apply all relevant school policies, eg behaviour management |
| 6 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. |
| 7 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

The following methods of assessment will be used:

| Method | | Method | |
|--------------------|-----|-----------------------------------|----|
| Interview | Yes | Presentation | No |
| Lesson Observation | No | Structured discussion with pupils | No |

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

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| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Barred List Check |
| 4 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |