



PERSON SPECIFICATION

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process.

Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

In your application for the Invigilator position, please demonstrate how you meet the following criteria.

Assessment Key: A = Application form and supporting statement, I = Interview, R = References

Qualifications	Essential/Desirable	How assessed
5 GCSEs at grade C or above including Mathematics and English (or equivalent level 2 qualifications)	D	A
Skills/Abilities/Competencies	Essential/Desirable	How assessed
Ability to co-operate and collaborate with school staff	E	A, I, R
Ability to follow written procedures to carry out tasks	E	A, I, R
Awareness of data protection issues	E	A, I, R
Meticulous attention to detail	E	A, I, R
Personal Qualities/Attributes/Attitude	Essential/Desirable	How assessed
High level of security/confidentiality awareness	E	A, I, R
High level of customer care awareness	E	A, I, R
Flexibility over working hours	E	A, I