

# THE LEGACY LEARNING TRUST ACKLAM GRANGE SCHOOL

## PERSON SPECIFICATION: CASUAL EXAM INVIGILATOR



|  | Essential  | Desirable  | Measured by  |
|--|--|--|--------------|
| <b>Qualifications/<br/>Training</b>    | <ul style="list-style-type: none"> <li>Willingness to undertake any further training relevant to the role</li> </ul>   | <ul style="list-style-type: none"> <li>Educated to GCSE Standard or equivalent</li> <li>Further professional qualifications</li> <li>Evidence of related training</li> </ul> | A/Q          |
| <b>Experience</b>                      | <ul style="list-style-type: none"> <li>Experience of working to support children's learning gained in a relevant environment</li> <li>Collaborative working within a team</li> <li>Efficient administration and good organisation</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of working in a secondary school</li> <li>Evidence of Safeguarding/Child protection and the Data Protection Act</li> </ul> | A/I          |
| <b>Knowledge and<br/>Understanding</b> |  | <ul style="list-style-type: none"> <li>An understanding of examination processes</li> <li>Awareness of requirements of SEN and disability legislation</li> </ul>             | A/I          |
| <b>Skills</b>                          | <ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>Accuracy and attention to detail</li> <li>Ability to work on own initiative and problem-solve</li> <li>Ability to relate to candidates yet maintain an air of authority</li> <li>Ability to communicate with candidates and members of staff clearly and accurately</li> <li>Effective oral and written communication skills</li> <li>Ability to work as part of a team or alone if necessary</li> <li>Ability to keep calm under pressure or during unexpected circumstances</li> </ul> | <ul style="list-style-type: none"> <li>Good ICT skills for learning and administrative requirements.</li> </ul>  | A/I<br><br>I |
| <b>Person<br/>Characteristics</b>      | <ul style="list-style-type: none"> <li>Excellent attendance and punctuality</li> <li>An enthusiastic approach to working with students</li> <li>Ability to work flexibly and respond to developing needs</li> <li>Reliability and integrity</li> <li>Positive and optimistic</li> <li>Humour and resilience</li> </ul>   |  | I            |

Measured by Key: A: Application form/letter    Q: Qualification Check    I: Interview