

THE LEGACY LEARNING TRUST

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: CASUAL EXAM INVIGILATOR



	Essential	Desirable	Measured by
Qualifications/ Training	Willingness to undertake any further training relevant to the role	- Educated to GCSE Standard or equivalent - Further professional qualifications - Evidence of related training	A/Q
Experience	- Experience of working to support children's learning gained in a relevant environment - Collaborative working within a team - Efficient administration and good organisation	- Experience of working in a secondary school - Evidence of Safeguarding/Child protection and the Data Protection Act	A/I
Knowledge and Understanding		- An understanding of examination processes - Awareness of requirements of SEN and disability legislation	A/I
Skills	- Excellent organisational skills - Accuracy and attention to detail - Ability to work on own initiative and problem-solve - Ability to relate to candidates yet maintain an air of authority - Ability to communicate with candidates and members of staff clearly and accurately - Effective oral and written communication skills - Ability to work as part of a team or alone if necessary - Ability to keep calm under pressure or during unexpected circumstances	Good ICT skills for learning and administrative requirements.	A/I I
Person Characteristics	- Excellent attendance and punctuality - An enthusiastic approach to working with students - Ability to work flexibly and respond to developing needs - Reliability and integrity - Positive and optimistic - Humour and resilience		I

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