



Person Specification

POST: EXAMINATION INVIGILATOR

DATE: 07.09.21

Recruitment and Selection Policy Statement

The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

| CRITERIA | STANDARD | E/D | MEASURED BY |
|-----------------|---|------------|-----------------------------|
| Skills | A high level of organisation with efficient working practices, and an emphasis on accuracy and attention to detail. | E | Application form/interview |
| | The ability to work well under pressure in a calm and professional manner and be able to use initiative. | E | Application form/interview |
| | Good communication skills with ability to use clear language to communicate information effectively. | E | Application form/interview |
| | Ability to work effectively as part of a team. | E | Application form/interview. |
| | Flexibility regarding working pattern. | E | Application form/interview. |
| | Previous invigilation experience. | D | Application form/interview |
| Attributes | Ability to establish rapport and respectful and trusting relationships with students and colleagues. | E | Application form/interview. |
| | Ability to be flexible and adaptable, accommodating occasional changes in the working day. | E | Application form/interview. |

The standards of the job specification are termed as essential (E) or desirable (D)