



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
PERSON SPECIFICATION
Exams Invigilator

Category	Essential	Desirable
Application	<ul style="list-style-type: none">Well completed applicationSupportive reference/s	<ul style="list-style-type: none">Demonstrates understanding of school values and ethos
Qualifications	<ul style="list-style-type: none">Basic English & Maths	
Experience		<ul style="list-style-type: none">Experience of working in a school or similar environment
Professional Development		<ul style="list-style-type: none">Willingness to complete any training required for the role
Skills	<ul style="list-style-type: none">Can communicate with candidates and staff clearly and accurately, both orally and in writing.Ability to act on own initiativeAbility to understand and implement policy, procedure and pre-determined instructions	<ul style="list-style-type: none">Ability to recognise need for referral of problems to senior member of staff where appropriate.
Special Knowledge		
Personal Attributes	<ul style="list-style-type: none">Flexible and reliableSmart in appearance	<ul style="list-style-type: none">Can relate to candidates whilst maintaining an air of authority.