



SIGMA TRUST

Person Specification

Exam Invigilator

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Basic level of education 	✓	
<ul style="list-style-type: none"> General understanding of the operation of a school 		✓
<ul style="list-style-type: none"> Good reading and writing skills 	✓	
<ul style="list-style-type: none"> Ability to count and undertake basic calculations 	✓	
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Ability to complete basic forms 	✓	
<ul style="list-style-type: none"> Seek support to overcome communication barriers with children and adults 	✓	
<ul style="list-style-type: none"> Ability to exchange routine verbal information clearly with children and adults 	✓	
<ul style="list-style-type: none"> Ability to consult effectively with pupils and colleagues 	✓	
<ul style="list-style-type: none"> Understand and implement the school's behaviour management policy 	✓	
<ul style="list-style-type: none"> Understand and support the differences in children and adults and respond appropriately 	✓	
<ul style="list-style-type: none"> Basic understanding of the learning experience provided by the school 		✓
<ul style="list-style-type: none"> Basic understanding of the way in which children develop 		✓
<ul style="list-style-type: none"> Understand the importance of physical and emotional wellbeing 	✓	
<ul style="list-style-type: none"> Understand the role of others working in the school 		✓
<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults 	✓	
<ul style="list-style-type: none"> Ability to work effectively with other adults in the school 	✓	
<ul style="list-style-type: none"> Ability to provide timely and accurate information 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> Good organisational skills 	✓	
<ul style="list-style-type: none"> Ability to manage own time effectively 	✓	
<ul style="list-style-type: none"> Ability to follow instructions 	✓	