



**HALL GREEN SCHOOL  
PERSON SPECIFICATION  
POST: EXAM INVIGILATOR**

**Salary Range/Grade:** Paid by the Hour  
**Responsible to:** Examinations Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected  
Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	<ul style="list-style-type: none"> <li>GCSE Grade C or above (or equivalent) in English and Maths</li> </ul>	A		
Professional Experience	<ul style="list-style-type: none"> <li>Experience of working in a busy school or education environment</li> </ul>	A	<ul style="list-style-type: none"> <li>Experience of Invigilating duties in a secondary school environment</li> <li>Experience of working in a supervisory capacity</li> </ul>	A A/I
Skills	<ul style="list-style-type: none"> <li>Excellent organisational skills</li> <li>A flexible approach to work</li> <li>Ability to work under pressure</li> <li>Accuracy and attention to detail</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> </ul>	A/I A/I A/I A/I A/I I I		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Personal Attributes	<ul style="list-style-type: none"> <li>• Value all children and be committed to the development of the whole child</li> <li>• Relate well to students, staff and parents and care about their individual needs</li> <li>• Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>• Has high expectations of self and others</li> <li>• Good judgement</li> <li>• Energy and enthusiasm</li> <li>• Integrity and loyalty</li> <li>• Commitment to an open, collaborative style of management</li> <li>• Resilience, determination and passion to succeed</li> </ul>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>		
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to equal opportunities issues as they relate to education and schools</li> </ul>	A, I, R		
Safeguarding	<ul style="list-style-type: none"> <li>• The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>	A, I		

(A = Application Form, I = Interview, Q = Proof of Qualification or evidence of relevant recent experience)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.