

**THE MARKET WEIGHTON SCHOOL**  
**PERSON SPECIFICATION**

**JOB TITLE : EXAM INVIGILATOR**

	Essential	Desirable	How Measured During Recruitment and Selection Progress
<b>Experience, Knowledge &amp; Qualifications</b>	Experience of working within a school or similar environment Good standard of education to GCSE Grades A-C or equivalent	Previous experience of Invigilation, however full training will be given.	Application Form Interview Questions
<b>Skills &amp; Abilities</b>	Excellent organisational skills Excellent interpersonal communication skills Excellent problem solving skills and the ability to make decisions using own initiative	Ability to manage people	Application Form Interview Testing Interview Questions References
<b>Special Knowledge</b>		A knowledge of Awarding Body Invigilation requirements.	Application Form Interview Questions References
<b>Personal Qualities</b>	Suitable to work with children Treats others with respect Actively seeks & provides support from/to others Works collaboratively with others Acts as an ambassador for the school	Builds and maintains successful relationships with pupils, treats them consistently, with respect and consideration,	Application Form DBS Interview Questions References
<b>Working Arrangements &amp; Personal Availability</b>	Good timekeeping Adaptable/flexible approach to work Ability to work independently and as part of a team		Application Form Interview Questions References