

PERSON SPECIFICATION
Invigilator

	Essential Requirement	Desirable Requirement	Method of Assessment
Qualifications	No formal qualifications required		
Experience		Previous experience of working in a school environment	
Competencies	Effective oral and written communication Ability to issue instructions to a wide range of examination candidates in a confident manner		Application form Explore at interview
Personal Qualities	Supportive of Catholic ethos of the school Excellent communication skills Reliable Adaptable and flexible Team player Organised Friendly manner Enthusiasm Confidence		Application form Explore at interview References
Motivations and Expectations	Keen to take part in training as required		Application form Explore at interview References
Overall Presentation	Acceptance of staff dress code Agreeable appearance and manner		Application form Explore at interview References