



## ELLESMERE PORT CATHOLIC HIGH SCHOOL

### EXAMINATION INVIGILATOR PERSON SPECIFICATION

Governors are seeking to appoint an Exam Invigilator who would:

- be enthusiastic and committed to the school
- have the ability to adapt to change
- have the ability to work closely with a wide range of other professionals in a supportive and constructive way
- be able to demonstrate a record of personal time management and possess the management skills necessary to direct others
- operate calmly and effectively within an environment which makes variable demands
- at all times operate in a professional and tactful manner, ensuring that any security requirements as required by Child Protection and Data Protection are adhered to
- have the ability to work as a member of a team as well as independently
- show initiative and self-motivation
- be aware of Health and Safety issues and implement these at all times

#### **Experience:**

##### ***Desirable***

- Experience of working with young people (but not necessarily in a school environment).
- Supervisory experience

##### ***Essential***

- GCSE Maths and English equivalent at Grade C or higher
- Experience of communicating with people at all levels and the ability to communicate oral instructions clearly
- Good interpersonal skills and ability to give accurate attention to detail
- Flexibility
- Good preparation and organisational skills
- Ability to work to deadlines
- Professional appearance

#### **Training:**

- Training in all aspects of invigilation will be given to the successful candidates.

#### **Physical Requirements:**

- There are no physical requirements, but the successful candidate is expected to be in good health.

#### **Other:**

- Enhanced DBS clearance and satisfactory references.