

**Person Specification: Examinations Invigilator Beckfoot School**

ATTRIBUTES		ESSENTIAL	HOW IDENTIFIED
1.	<b>QUALIFICATIONS</b>	Achieved at least GCSE Level	<i>Form</i>
2.	<b>EXPERIENCE</b>	Relevant experience of working in an office environment Excellent organisational skills Experience of accuracy and attention to detail Effective numeracy, oral and written communication skills	<i>Form References Interview</i>
3.	<b>TRAINING</b>	Commitment to own personal and professional development, being prepared to undertake training relevant to the post Awareness of Multi-Academy Trusts and Teaching Schools	<i>Form Letter Interview</i>
4.	<b>SPECIAL KNOWLEDGE</b>	Working in a customer focused environment	<i>Letter Interview</i>
5.	<b>PERSONAL CIRCUMSTANCES</b>	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) Must have the ability to be flexible and work to the requirements of a busy school Interest in the school's wider role in the community	<i>Letter Interview</i>
6.	<b>DISPOSITION AND ATTITUDE</b>	A passion for education and a deep-felt desire to make a difference for young people. To like young people and be liked by them To possess educational vision underpinned by values To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know' Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself Understand the importance of work/ life balance Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for significant professional development.	<i>Letter References Interview</i>

7.	<b>PRACTICAL AND INTELLECTUAL SKILLS</b>	<p>Critical thinker, Open Minded, Outward looking, Evaluative, Imaginative, Visionary, Risk taker, Good oral and written communicator. Look smart and professional</p> <p>Self motivated</p> <p>Ability to work in a team or alone and share workloads</p> <p>Ability to work on own initiative to deadlines</p> <p>Ability to solve problems, make good judgements and highlight problems</p> <p>Ability to work under pressure is able to demonstrate confidentiality, integrity and discretion</p> <p>Ability to judge when a decision is not yours to make</p> <p>Ability to work to predetermined instructions</p> <p>Ability to be firm but fair at all times</p> <p>Ability to work under pressure</p> <p>Ability to communicate with candidates and members of staff clearly and accurately</p> <p>Ability to work to predetermined instructions</p> <p>Ability to be firm but fair at all times</p>	<p><i>Letter</i></p> <p><i>References</i></p> <p><i>Interview</i></p>
8.	<b>PHYSICAL</b>	<p>Resilient</p> <p>Excellent attendance and punctuality.</p>	<p><i>References/</i></p> <p><i>Interview</i></p>
9.	<b>EQUALITY</b>	<p>A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.</p>	<p><i>Letter</i></p> <p><i>Interview</i></p>