

The Piggott School



Person Specification Examinations Invigilator

| Professional Attributes: | Essential | Desirable |
|---|-----------|-----------|
| Commitment to be available to the Exams Officer during the main Summer examinations series - at least the equivalent of two days per week. (Usually runs in term time from mid-May until end June) | ✓ | |
| Knowledge of the main aspects of the organisation of secondary schools | | ✓ |
| Have worked with young people aged between 15 and 19 | | ✓ |
| GCSE C grade or higher (or equivalent) in Maths and English | | ✓ |

| Personal Attributes: | Essential | Desirable |
|--|-----------|-----------|
| Excellent communication and interpersonal skills | ✓ | |
| Good observation, organisation and time management | ✓ | |
| Calm under pressure, confident, positive and approachable | ✓ | |
| Flexible and adaptable, responsible | ✓ | |
| Ability to work independently, demonstrating initiative | ✓ | |
| Value working as part of a team | ✓ | |
| Ability to digest and follow examination regulations | ✓ | |
| Aware of safeguarding children issues and good practice in E-Safety (training will be given) | ✓ | |