



PERSON SPECIFICATION

POSITION	Casual Invigilator
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The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and head teachers must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE		Measured By: ✓				
		Essential	Desirable	Application	Interview Process	Reference
Personal Qualities and Skills						
1	A genuine liking of young people and a willingness to support and assist them	✓			✓	✓
2	Good written and verbal communication skills	✓		✓	✓	✓
3	Excellent planning, organisational skills and time management	✓		✓	✓	
4	Ability to work both as part of a team, supporting the needs of colleagues and also ability to work individually.	✓		✓		✓
5	Aptitude for practical activities such as preparing equipment, displaying signs	✓		✓	✓	✓
6	IT competent		✓	✓		✓
7	Ability to carry out tasks set by others and follow written procedures	✓		✓	✓	✓
Experience						
1	Practical knowledge of supporting young people		✓	✓		✓
3	Responsibility for managing own workload	✓		✓		✓