



## ST. JOAN OF ARC Catholic School

### PERSON SPECIFICATION - INVIGILATOR

|                                  | ESSENTIAL   | DESIRABLE  |
|----------------------------------|---|--|
| Qualifications                   | Good standard of general education up to at least GCSE level, or equivalent   |  |
| Previous Work                    | Numerate and literate   | Experience of working in a school environment<br><br>Experience of working with young people<br><br>An understanding of exam processes |
| Professional Skills & Experience | Effective communication and interpersonal skills<br><br>Ability to relate to pupils of all abilities<br><br>Good supervisory skills<br><br>Ability to gain respect of pupils through manner of confidence and authority<br><br>Ability to undertake varied duties and be flexible<br><br>Ability to be vigilant<br><br>Ability to follow instructions |  |
| People Management Skills         | The ability to work in a team and individually  |  |
| Other Personal Qualities         | To be maintain confidentiality and to be discreet<br><br>Reliable and responsible<br><br>Ability to manage one's own time and to be punctual<br><br>Being prepared to develop and learn in the role   |  |
|                                  |   | Last Reviewed March 2020   |

