South Dartmoor Community College and the Atrium

Person Specification - Invigilator

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Good numeracy and literacy skills.	E	✓	✓
Willing to undertake personal development through training and other learning activities.	D	✓	✓
Experience:			
Experience of working in a school or similar environment.	D	✓	
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with.	D	✓	✓
Knowledge, Skills and Abilities:			
Ability to follow instructions but to use common sense and initiative when required.	E	✓	✓
Accuracy and attention to detail.	E	✓	✓
Good timekeeping.	E	✓	
Able to relate to academic staff and students.	E	✓	✓
Ability to work under pressure whilst remaining calm.	E	✓	✓
Discrete and able to maintain confidentiality of information.	E	✓	✓
Ability to work as part of a team or alone if necessary.	E	✓	✓
Effective oral/written communication skills.	E	✓	✓
To be able to work efficiently under pressure.	E	✓	✓
To be flexible and pro-active towards changes in day-to-day working arrangements. Availability during the day.	E	✓	✓
To convey a friendly and approachable outlook to others.	E		✓
Ability to move around a large school site, to carry materials to and from examinations and to stand for long periods of time.	E	✓	✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

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