OUTWOOD ACADEMY PORTLAND

PERSON SPECIFICATION: EXAM INVIGILATOR

	Essential	Desirable
a) Knowledge and Experience:		
▪ Good standard of education	✓	
▪ Demonstrate awareness of Disability Discrimination and Equal Opportunities	✓	
▪ Demonstrate knowledge of Data Protection Act and confidentiality issues	✓	
▪ Demonstrate knowledge of health and safety at work legislation	✓	
▪ Demonstrate awareness of safeguarding children/child protection legislation	✓	
▪ Prior experience working in a similar role		✓
▪ Prior experience in a school environment		✓
b) Skills and Abilities:		
▪ Good written skills	✓	
▪ The ability to be an effective communicator with students and staff	✓	
▪ Ability to use initiative	✓	
▪ Ability to work as part of a team	✓	
c) Personal Qualities:		
▪ Flexible and adaptable	✓	
▪ Conscientious and reliable	✓	
▪ Established interpersonal and communication skills	✓	
▪ Tactful and sensitive in working with all types of people	✓	
▪ Self-confidence and proven ability to work on own initiative	✓	
▪ Calmness in responding to emergencies and the unexpected	✓	
▪ Good teamwork and consideration for others	✓	
▪ Good organisational skills	✓	