

# CARDINAL NEWMAN CATHOLIC SCHOOL

## PERSON SPECIFICATION

Job Title: **Examination Invigilator**

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<b>Criteria</b>	<b>Essential Criteria (relevant training will be provided)</b>
<b>Job Related Education, Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of the examination requirements of External Examination Boards and in-school requirements.</li><li>• Familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN).</li><li>• Understand a range of strategies to deal with managing behaviour as a whole and also individual behavioural needs.</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Ability to safely and fairly manage examination conditions in school.</li><li>• Demonstrate a firm but friendly approach.</li><li>• Demonstrate positive, confidential and sensitive management of students (including those who display challenging behaviour).</li><li>• Display good written and oral communication skills.</li><li>• Relate well to children, young people and adults.</li><li>• Good observational skills with the ability to feedback information clearly and concisely.</li><li>• Patience and resilience.</li><li>• Good numeracy/literacy skills.</li></ul>