

Person Specification

Post: Exam Invigilator

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Grade C or above in GCSE English and mathematics 	<ul style="list-style-type: none"> Higher education to A-level (or equivalent) or beyond 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in an educational setting or with young people Working with young people with additional needs Working in a similar role 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Patient and understanding demeanour Ability to relate to students yet maintain an air of authority Work to predetermined instructions Strong oral and written communication skills Work independently, show initiative and be proactive Team worker Microsoft Office, especially Excel and Word Commitment to safeguarding 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Examination processes 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 		<ul style="list-style-type: none"> Application Interview References