



TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)
Chairman of Governors: Mrs M Bishop
Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

**Examination Invigilator
Person Specification**

Qualifications:

- Effective oral and written communication skills (*essential*).

Experience:

- Working with children / young people (*desirable*).
- Experience of working within a school (*desirable*).

Skills and Abilities:

- Accuracy and attention to details (*essential*).
- Ability to relate to candidates yet maintain an air of authority (*essential*).
- Ability to communicate with candidates and members of staff clearly and accurately (*essential*).
- Ability to work to predetermined instructions (*essential*).
- Ability to work as part of a team or alone as necessary (*essential*).
- Ability to judge when a decision is not their's to make (*essential*).
- Ability to maintain confidentiality (*essential*).

Additional Factors:

- A flexible approach to work (*essential*).
- Reliability and punctuality (*essential*).

In addition to the ability to perform the duties of this post, issues relating to safeguarding and promoting the welfare of children need to be demonstrated.

- Motivation to work with children and young people (*essential*).
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people (*essential*).