Wood Green Academy
AND SIXTH FORM CENTRE

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Headteacher: Mr J.Topham B.Sc.(Hons), M.Sc., NPQH

Examinations Invigilator

REQUIREMENT	ESSENTIAL	DESIRABLE
LEGAL REQUIREMENTS	Enhanced DBS checks included children's barred list and right to work in the UK.	
QUALIFICATIONS Principally assessed through letter and application form		Level 2 (GCSE Grade C+) qualifications in English & Maths.
EXPERIENCE, KNOWLEDGE and PROFESSIONAL COMPETENCE Principally assessed through letter, application form and interview process.	Excellent organizational skills together with the ability to meet deadlines. Excellent Interpersonal Skills. Proven experience in a role which includes some of the skills outlined in this specification. Experience of working with Secondary children.	
COMMUNICATIONS Principally assessed through letter and interview process.	Have excellent interpersonal communication skills.	
PERSONAL ATTRIBUTES Principally assessed through references, letter and interview process.	To be committed to safeguarding and promoting the welfare of children and young people. Interpersonal skills that equip the appointee to relate effectively to members of staff and students. Ability to work as a reliable member of the team. Ability to work with Secondary children. Ability to work under pressure, accurately and meet deadlines. Be an effective role model through presentation and personal conduct. Enthusiasm, energy, vigour, reliability and integrity	
OTHER WORK REQUIREMENTS Principally assessed through references, interview and letter.	Unreserved endorsement of your suitability to work with children.	