

**Person Specification**

**Exam Invigilator**

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| Reporting to: Exam Officer |

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Written, Oral and Numeracy Skills |  |
| **Experience** |  | * Experience of a school environment * Experience of working with young people |
| **Ability / Skills** | * Good organisation skills * Flexible approach to work * Accuracy and attention to detail * Maintain authority over candidates yet relate to them * Ability to work to predetermined instructions * Ability to be firm but fair * Common sense and initiative * Reliable and punctual | * Ability to work under pressure * Ability to work as part of a team or alone as necessary |
| **Equality and Diversity** | * Committed to equal opportunities |  |
| **Disposition** | * Good interpersonal skills; able to communicate with the students, staff and other stakeholder groups at all levels * Commitment to the safeguarding and promoting the welfare of children and young people |  |
| **Other** | * Satisfactory Enhanced DBS Disclosure * Assessed and advised by Health and Well Being * Two satisfactory references |  |