

**Person Specification**

**Exam Invigilator**

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| Reporting to: Exam Officer  |

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Written, Oral and Numeracy Skills
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| **Experience** |  | * Experience of a school environment
* Experience of working with young people
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| **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
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| **Equality and Diversity** | * Committed to equal opportunities
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| **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
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| **Other** | * Satisfactory Enhanced DBS Disclosure
* Assessed and advised by Health and Well Being
* Two satisfactory references
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