



## Examination Invigilator Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	GCSE (or similar) qualifications in English and Maths	Further qualifications
<b>Skills, Knowledge and Experience</b>	<p>Functional literacy and numeracy skills</p> <p>Patience</p> <p>Ability to follow rules</p> <p>Be accurate with excellent attention to detail</p> <p>Maintain confidentiality</p> <p>Work collaboratively with members of a team</p> <p>Communicate well with children</p> <p>Display fairness and respect for students and colleagues</p> <p>Communicate effectively when speaking</p> <p>Work under pressure</p> <p>Demonstrate resilience, flexibility, humility and a can-do attitude</p> <p>Commit to the school's equality, diversity and inclusion aims</p> <p>Be reliable and dependable, and willing to work as required.</p> <p>Have smart personal presentation</p> <p>Demonstrate good timekeeping</p> <p>Demonstrate alignment with school values</p> <p>Comply with school policies</p> <p>Attend training and update training as required</p>	<p>Invigilation experience,</p> <p>Work in a public organisation</p> <p>Work in an education environment</p> <p>Work with children and young people</p> <p>Work in an urban school</p>
<b>Safeguarding</b>	A commitment to the protection and safeguarding of children and young people	