



## SANDHURST SCHOOL

### PERSON SPECIFICATION - EXAMS INVIGILATOR

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• A good standard of education in literacy and numeracy skills.</li> <li>• Willing to partake in further in-service development training</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE Maths and English at a grade C (4) or above.</li> </ul>
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Be confident and a reassuring presence to candidates whilst exercising authority in the exam room.</li> <li>• Able to relate and communicate clearly with staff and students.</li> <li>• Have a flexible and positive approach to work.</li> <li>• Be reliable and punctual.</li> <li>• Able to work as part of a team or alone if necessary</li> <li>• Able to follow clear instructions.</li> <li>• Able to remain calm under pressure.</li> <li>• Understanding of and commitment to the requirements of safeguarding and data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience of working as an exam's invigilator.</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>• The Trust and School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.</li> <li>• Satisfactory DBS check</li> <li>• The post holder is responsible for ensuring that the school safeguarding and child protection policy is adhered to and concerns are raised in accordance with school policy</li> </ul>	