

EXAMINATIONS INVIGILATOR PERSON SPECIFICATION

Examination Invigilator Person Specification	Assessment Key: A = Application Form I = Interview		
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Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A/I

Experience	Essential	Desirable	Assessment
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
An awareness of examination operations within a school		✓	A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work using own initiative	✓		A/I
Good communication skills	✓		A/I
Good organisational skills	✓		A/I
Ability to remain calm and professional at all times	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		I
Excellent timekeeping	✓		A/I

Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection.	✓		A/I

Other			
Flexibility of working hours	✓		A/I

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.