

Job Title: Exams Invigilator

Grade: Local Scale 5 (£8.19 per hour)

	Essential	Desirable	Assessed
Qualifications			
 Good general standard of education. GCSE or equivalent in Maths and English 	✓		App/Doc
 Willingness to undertake further training relevant to the post 	✓		
Skills and Experience			
Able to demonstrate good oral communication skills	✓		App/Ref/
Able to follow instructions efficiently	✓		
Able to function effectively as a team member	✓		
 Ability to understand regulations and apply them calmly and fairly 	✓		
 Ability to remain calm under pressure 	✓		
Knowledge			
 Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools are operating. An understanding of Health and Safety issues relevant to the post. 	√	√	

	Essential	Desirable	Assessed
Skills, Qualities and Attributes			
Ability to establish effective	✓		App/Int/
working relationshipsEnthusiastic and self-motivated	✓		Ref
Good health and attendance	✓		
record			
 Good communication skills – both oral and written. 	✓		
 Excellent interpersonal skills – able to deal with a variety of people, including students, where necessary, sensitively, 	✓		
emphatically and, when necessary, assertively.	,		
 Respect for confidentiality 	✓		
 Ability to adapt to the schools changing circumstances, when necessary 	✓		
 Willingness to work outside normal working hours 	✓		
 Ability to work on own initiative and to respond flexibly to 	✓		
changing priorities under pressure	,		
 Must demonstrate an understanding of student needs 	✓		
under examination conditions			
 Ability to work with a wide range of people as part of a team 	√		
Self-motivated Florible to make and flower	√ ./		
 Flexible – to meet peaks and flows of work 	V		
 Ability to deal sympathetically but firmly with examination incidents 	✓		
 Able to keep calm in difficult situations. 	✓		
 Knowledge and understanding of the principles and values underpinning safeguarding and the promotion of the wellbeing of children and young people 	✓		
	2 of 3		

	Essential	Desirable	Assessed
General Circumstances			
 An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day to day situations 	√		App/Int
Factors not already covered			
 Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 	√		Med

App = Application Form Test = Test Int = Interview Pre = Presentation Doc = Documentary Evidence (e.g. Certificates)

Ref = Reference

Med = Medical Questionnaire