



THE LEARNING PARTNERSHIP

## [Casual Exam Invigilator]

### PERSON SPECIFICATION

|                  |                  |              |   |
|------------------|------------------|--------------|---|
| <b>JOB TITLE</b> | Exam Invigilator | <b>GRADE</b> | 2 |
|------------------|------------------|--------------|---|

| ATTRIBUTES                      | DESCRIPTION  | DESIRABLE  |
|---------------------------------|--|--|
| <b>Knowledge and Experience</b> | Ability to work in a quiet and calm environment. Self-motivated and can accept leadership from others.   | Previous Exam Invigilator experience<br>Experience of working in a school or academy |
| <b>Skills and Abilities</b>     | Able to work deadlines and organise time.<br><br>Excellent communication skills<br><br>Reliable, honest, trustworthy.<br><br>Ability to maintain confidentiality at all times.<br><br>Friendly and approachable whilst maintaining a professional manner at all times.<br><br>Meticulous attention to detail.<br><br>The ability to relate to young people, to provide support for them. |  |
| <b>Personal Qualities</b>       | Must be willing to attend appropriate training<br><br>Must have a flexible approach to working hours   |  |

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

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.