

St Mary's Catholic School



Exam Invigilator Person Specification

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

Skills, attributes, qualifications or experience	Examples	Essential	Desirable
Qualifications & Experience	Experience of working with children in a school/college/early years environment		✓
	Good reading and writing skills	✓	
	Good numeracy skills	✓	
	Knowledge of basic ICT	✓	
Communication	Ability to use clear language to communicate information and listen effectively	✓	
	Ability to overcome communication barriers with children and adults	✓	
	Willingness to maintain communication with Exams Officer and other staff	✓	
Responsibilities	Ability to use own initiative and resolve simple problems and work calmly under pressure without close supervision	✓	
Personal Qualities	Sound judgement and consistency even when under pressure	✓	
	Evident integrity, warmth and sensitivity to needs of others	✓	
	Ability to work effectively as part of a team	✓	
	Effective organisational skills	✓	
	A participative/collaborative working style	✓	
	Enjoyment of working with young people	✓	
	Willingness to undertake mandatory and recommended training	✓	
Awareness of some or all of these issues	Awareness of equalities and safeguarding issues		✓
	Awareness of Examination regulations		✓

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

September 2023