

Person Specification: Exam Invigilator

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Qualifications	<ul style="list-style-type: none"> Educated to O Level/GCSE level or equivalent standard At least GCSE Grade C or equivalent in English and Maths 		Application Form Interview
2. Experience		<ul style="list-style-type: none"> Previous work in a professional environment, preferably a school Previous experience with database systems 	Application Form Interview
3. Job Related Knowledge and Skills, including Safeguarding	<ul style="list-style-type: none"> A commitment to safeguarding and promoting the rights of young people An ability to contribute towards a safe environment 	<ul style="list-style-type: none"> An understanding of the exam system in the UK 	Application Form Interview
4. Personal Attributes	<ul style="list-style-type: none"> Ability to set and maintain high standards Ability to relate and work with young people Ability to keep calm under pressure and deal with unexpected circumstances The ability to work with accuracy and attention to detail Ability to work to predetermined instructions 		Application Form Interview
5. Other Attributes	<ul style="list-style-type: none"> Well presented Professional manner 		Application Form Interview