

Exam Invigilator – Person Specification

AF – Application Form	SP – Selection Process	Ref – Reference
Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS		
Relevant training for working with young people aged between 11-19	D	Ap
GCSE grade 4/C or higher (or equivalent) in Maths and English	D	Ap
SKILLS		
Excellent communication and interpersonal skills and the ability to communicate effectively with teachers and students	E	Ap/Sp
Ability to work independently, demonstrating initiative	E	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	E	Ap/Sp
Receptive to new ideas, approaches and challenges	D	Sp / Ref
An ability to work autonomously and as part of a team	E	Sp / Ref
Good organisation and time management	E	Sp / Ref
The ability to work flexibly	E	Sp / Ref
The ability to follow rules and regulations	E	Sp / Ref
SAFEGUARDING		
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	E	Sp
Can demonstrate an ability to contribute towards a safe environment	E	Sp
PERSONAL QUALITIES		
Enthusiasm, drive and a love for the job	Essential	AF, SP & Ref
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Sp
Committed to equality and diversity	E	Sp
Ability to organise, plan and prioritise time effectively	E	SP
Ability to act decisively	E	SP

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to qualifications and experience checks, online search checks and satisfactory references.