



## Person Specification for an Examination Invigilator

The Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Education, Training and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Good academic standard of general education to GCSE, L2 or equivalent, or equivalent proven work experience at these levels</li> <li>• Willingness to participate in training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working as an Exams Invigilator or in an education environment</li> </ul>

### Skills, Knowledge and Aptitude

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent communication skills and able to relate well to children, colleagues and other professionals.</li> <li>• Ability to understand and respect the need for discretion, sensitivity and confidentiality.</li> <li>• Ability to work as part of a team or alone if necessary</li> <li>• Flexible approach to work</li> <li>• Accuracy and attention to detail</li> <li>• Reliable and punctual</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the examination process.</li> </ul>

### Physical, mental and emotional demands

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to work under pressure in a busy environment</li> </ul>	