

Person Specification – Exam Invigilator

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	GCSE C grade or higher (or equivalent) in English & Maths		Application form Certificates
Skills and Abilities	<p>Able to follow the school's safeguarding procedures and recognise when to report any concerns</p> <p>Ability to lead an exam when necessary</p> <p>Accuracy and attention to detail</p> <p>Flexible approach to work</p> <p>Ability to communicate with candidates and members of staff clearly and accurately</p> <p>Ability to work to predetermined instructions</p> <p>Common sense and initiative</p> <p>Effective oral and written communication skills</p> <p>Ability to work as part of a team and also alone as necessary</p> <p>Ability to be firm but fair at all times.</p> <p>Ability to follow recognised procedures and policies</p> <p>Ability to remain positive and enthusiastic when working under pressure</p>	<p>Ability to relate to teachers, other professionals, parents and students</p> <p>Be confident and a reassuring presence to candidates in the exam room</p> <p>Commitment to school improvement and raising achievement for all students</p>	Application form Interview

<p>Skills and Abilities (continued)</p>	<p>Good organisation, time management, communication and interpersonal skills</p> <p>Be tactful, discreet and understands confidentiality</p> <p>Must be able to stand still for long periods of time</p>		
<p>Experience</p>	<p>Experience of working with young people</p>	<p>Experience of working in administration</p> <p>Experience of working in an educational setting</p>	<p>Application form</p>
<p>Knowledge and understanding</p>	<p>An understanding of safeguarding and child protection</p>	<p>Secondary School</p> <p>UK qualifications structure</p> <p>Joint Council for Qualifications Examination Regulation</p>	<p>Application form</p> <p>Interview</p>
<p>Other requirements</p>	<p>A professional role model who is committed to their own professional development and to developing others</p> <p>Professional appearance and demeanour</p> <p>Able to work calmly under pressure and withstand stress</p> <p>Have access to email to be able to receive school communications and complete relevant training activity</p> <p>Able to work flexibly, is reliable and to attend meetings and INSET days as required</p>		<p>Interview</p>