

PERSON SPECIFICATION: EXAM INVIGILATOR

Qualifications

Essential	Desirable
	Minimum educational requirement is GCSE grade C or equivalent in English and Maths

Experience

Essential	Desirable
	Experience of working in a school environment
	Liaising with other professional colleagues.
	Experience of working with young people and as part of a team

Knowledge/Skills (ability to)

Essential	Desirable
Effective oral and written communication skills	
Ability to communicate clearly and accurately	
Punctuality and meticulous attention to detail	
Ability to relate to candidates yet maintain an air of authority	
Ability to work to pre-determined instructions and keep calm under pressure or during unexpected circumstances	

Personal Attributes

Essential	Desirable
Commitment to the highest standards of child protection.	
Patience and understanding	
Careful, calm and clear communicator	
Able to work flexibly in responding to situations as they arise.	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	
Ability to be firm but fair at all times	
Flexibility over working hours	

The Governing Body is 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.