

PERSON SPECIFICATION

JOB TITLE: Exam Invigilator

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.

Qualifications

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

Experience

Essential	Desirable	Notes
	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	Notes
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	Notes
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, staff, children, the community and wider world.		
Ability to be firm but fair at all times		
Flexibility over working hours		