



St Mary's Catholic School
Exam Invigilator
Person Specification

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

Category	Examples	Essential	Desirable
Qualifications & Experience	Experience of working with children or young people in a school, college, or early years environment.		✓
	Good reading and writing skills relevant to completing documentation and understanding exam procedures.	✓	
	Good verbal communication skills to support clear instructions and interactions.	✓	
	Good numeracy skills to support exam timing, registers, and basic record-keeping.		✓
	Ability to use basic ICT confidently, including Microsoft Office and email.	✓	
Communication	Ability to communicate clearly in spoken and written English to fulfil safety, safeguarding, and regulatory responsibilities.	✓	
Personal Qualities	Ability to exercise sound judgement, remain consistent, and stay calm under pressure.	✓	
	Ability to carry out the physical aspects of the role, with reasonable adjustments where required.	✓	
	Demonstrates integrity, professionalism, and sensitivity to the needs of others.	✓	
	Ability to work effectively as part of a team.	✓	
	Effective organizational and time-management skills.	✓	
	A collaborative, cooperative working style.	✓	
	Enjoyment of working with young people and supporting their exam experience.	✓	
	Willingness to undertake all mandatory and recommended training.	✓	
Responsibilities	Ability to use own initiative, resolve straightforward issues, and work calmly without close supervision.	✓	
Knowledge	Awareness of equalities obligations and safeguarding requirements within a school setting.	✓	
	Awareness of examination regulations and the need for compliance with relevant procedures.	✓	

2 March 2026