



Person Specification: Exam Invigilator

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Qualifications	<ul style="list-style-type: none"> • Educated to O Level/GCSE level or equivalent standard • At least GCSE Grade C or equivalent in English and Maths 		Application Form Interview
2. Experience		<ul style="list-style-type: none"> • Previous work in a professional environment, preferably a school • Previous experience with database systems 	Application Form Interview
3. Job Related Knowledge and Skills, including Safeguarding	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the rights of young people • An ability to contribute towards a safe environment 	<ul style="list-style-type: none"> • An understanding of the exam system in the UK 	Application Form Intervi
4. Personal Attributes	<ul style="list-style-type: none"> • Ability to set and maintain high standards • Ability to relate and work with young people • Ability to keep calm under pressure and deal with unexpected circumstances • The ability to work with accuracy and attention to detail • Ability to work to predetermined instructions 		Application Form Interview
5. Other Attributes	<ul style="list-style-type: none"> • Well presented • Professional manner 		Application Form Interview