

Person Specification

Exam Invigilator



Factor	Essential	Desirable	Assessment*
Qualification		<ul style="list-style-type: none"> • Educated to a minimum of GCSE (or equivalent) Grade 4 in Maths and English 	D
Experience	<ul style="list-style-type: none"> • Experience of working in a team • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working with students in an education setting 	A, I, R
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding and how it applies to the role • General standard of literacy and numeracy • Good standard of English and spoken voice • Ability to use own initiative • Ability to understand the importance of confidentiality at all times • Ability to relate well to children and adults 		A, I, R
Personal Attributes	<ul style="list-style-type: none"> • Patient and understanding attitude • Calm and professional • Polite and friendly with a flexible approach to work • Reliable and punctual • A commitment to safeguarding and promoting the welfare of young people. 		A, I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence