

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