



Exams Invigilator – Person Specification

Education and Training	Criteria	Assessment
Commitment to personal/professional development	E	I
Experience	Criteria	Assessment
Evidence of working with young people and/or in an educational environment	D	A/I
Evidence of the ability to develop excellent relationships with young people and adults	E	I
Knowledge, Skills and Qualities	Criteria	Assessment
Strong presence	E	A/I
Committed to ensuring excellent standards of behaviour at all times	E	I
Personal Qualities	Criteria	Assessment
A clear understanding of and commitment to the development of the ethos in the School	E	I
Have effective communication skills	E	I
Be a confident and reassuring presence to candidates during exams	E	I
High expectations of student achievement conduct and behaviour	E	I
Openness, sense of humour, energy and enthusiasm	E	I

Criteria Key

- D Desirable
- E Essential

Assessment Key

- A Application Form
- I Interview