



PERSON SPECIFICATION

EXAM INVIGILATOR

Date prepared: September 2026

	Essential attributes	Preferred Attributes
Qualifications	Good basic numeracy and literacy skills	GCSE passes or equivalent at 4/C or above, to include Maths and English.
Experience	Experience of working with young people or young children in an educational, voluntary or other setting.	Experience of working in an educational setting with older children.
Skills / Knowledge / Aptitude	A positive approach to young people. The ability to work collaboratively with others. Good professional and interpersonal skills. Patience, flexibility and a sense of humour. Have a friendly, calm and supportive approach to all our students.	An understanding of the needs of children in an educational setting. Basic IT skills.
Other	Commitment to providing a good standard of support without constant supervision. Punctual and reliable, with a flexible attitude to work and an attention to detail. A commitment to equality principles and practices. Respect for confidentiality.	



Artsmark
Platinum Award
Awarded by Arts
Council England

