



## Personal Specification

### Exam Invigilator – Exams Team

Requirements	Essential/ Desirable
Relevant experience of working as an Exams Invigilator	Desirable
Excellent communication skills	Essential
Professional approach and dress	Essential
Ability and willingness to work under the guidance of the Exams Officer	Essential
Ability to work in a busy environment	Essential
An appreciation of the school environment and the social and learning needs of pupils	Essential
Excellent organisational skills	Essential
Be calm, confident and professional at all times	Essential
Be passionate about working with young people	Essential
A willingness to work within the school's guidelines and procedures	Essential
A willingness to undertake all training as required	Essential
High attention to detail	Essential
Ability and willingness to follow instructions	Essential
Excellent attendance, punctuality and organisation	Essential
Ability to communicate effectively with staff and pupils	Essential
Understands confidentiality and working in line with GDPR and JCQ requirements	Essential
Flexibility to work during the exam seasons, as required throughout the year, in particular December, May and June	Essential
A commitment to the welfare and safeguarding of children and young people	Essential
A commitment to equal opportunities	Essential