



Swanshurst School

Examination Invigilators - Person Specification

Reporting to: Exams Officer and Lead Invigilator

Required quality or experience	Essential	Desirable
Has worked with children aged 11-18 in paid or voluntary capacity		X
Is very well-organised	X	
Calm, self-controlled personality	X	
Has a good basic level of education to GCSE or equivalent or higher		X
Has good, clear, communication skills	X	
Will not panic in challenging situations	X	
Understands basic elements of legal issues relating to working with children		X
Has a positive attitude to young people	X	
Reliable	X	
Punctual	X	
Can use initiative and able to "think on your feet"	X	
Present a smart, formal appearance	X	
Accurate with strong attention to detail	X	
Ability to work as part of team	X	
Ability to be firm but fair at all times	X	

We will provide induction and training for you when you start your new role, to ensure that you have sufficient basic knowledge of the school, our staff and pupils, and all examination procedures and regulations.

Hours of work will be arranged with the Exams Officer and number of hours will vary. You will be employed as a casual worker and paid for hours of work completed.