



Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Exam Invigilator

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
Knowledge, skills & experience		
Good organisational skills	E	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview
Good interpersonal skills with the ability to deal with matters calmly and swiftly	E	Application Interview
Ability to work as a member of a team and be accountable	E	Application Interview
Good communication skills – both written and verbal	E	Application Interview
Experience of working with secondary school age children	D	Application Interview
Supervision experience	D	Application Interview
Personal qualities, values and attributes		
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Values all children equally	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Subject / post specific requirements		
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Willingness to take part in appropriate training and personal and professional development	E	Interview
Willingness to work at late notice and be available for work during exam period (May/ June) and at other points in the year.	E	Interview
Willingness to be able to work between 8.00 am and 5.30 pm. Exam sessions are up to three hours, so invigilation sessions may be up to four hours in some instances.	E	Interview

