



Exam Invigilator
PERSONAL SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications And Experience	<ul style="list-style-type: none"> • Basic knowledge of safeguarding procedures in an educational setting. • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • Good understanding of exam procedures and regulations. • Previous experience as an exam invigilator or in a similar role. • Familiarity with relevant exam boards and their specific rules and regulations
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication skills, with the ability to communicate clearly and assertively with candidates and other staff. • Strong organizational skills, with an ability to manage time effectively and prioritize tasks. • High attention to detail, ensuring compliance with all exam regulations. • Ability to remain calm and composed in stressful situations. • Strong observational skills to monitor candidates during the exam and identify any issues. • Understanding of the importance of confidentiality and integrity in exam settings. • Commitment to personal and professional development 	<ul style="list-style-type: none"> • Knowledge of special needs requirements for students and the ability to support candidates accordingly.

	Essential Criteria	Desirable Criteria
Personal Attributes	<ul style="list-style-type: none"> Professional demeanour and appearance, representing the organization with respect and responsibility. Punctual, reliable, and committed to the responsibilities of the role. Able to work flexibly Adaptability to handle changes in schedule, location, and exam arrangements. Ability to handle difficult situations with tact and diplomacy. 	<ul style="list-style-type: none"> Comfort with using basic technology, such as exam-related software, electronic seating plans, or reporting systems, enhancing efficiency in the exam process.
Key Responsibilities	<ul style="list-style-type: none"> in alignment with the guidance set in Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (December 2023), be fully committed to establishing and maintain safe, supportive and positive relationships with all students, ensuring their well-being and development in a secure and nurturing environment consistently uphold The Holy Spirit MAC Staff Code of Conduct and ensure adherence to safeguarding protocols and procedures to protect children, as outline in the St Thomas More Catholic Academy Child Protection and Safeguarding Policy Commitment to maintaining and developing the Catholic ethos of the school Flexibility, determination and highest expectations of work and behaviour Commitment to equal opportunities Respect for students To work in accordance with the school safeguarding policy and procedure Ensure that the exam room is set up according to the exam board's specifications. Monitor candidates to ensure they adhere to the rules and regulations throughout the exam. Report any irregularities or incidents to the senior invigilator or exam 	<ul style="list-style-type: none"> Practising Catholic

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	<p>officer promptly.</p> <ul style="list-style-type: none"> • Provide any necessary support to candidates, including managing any special requirements. • Maintain confidentiality regarding all exam content and results. • Ensure that all candidates are treated fairly and with respect. 	
<p>St Thomas More Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>As pupil safety is a key priority at our school, we would expect applicants to familiarise themselves with The Holy Spirit Catholic MAC Staff Behaviour Policy and Safeguarding Policy before interview.</p> <p>Policies can be found on our website: https://www.st-thomas-more.net/Policies/School-Policies/</p> <p>All appointments are subject to a clear barred list check and an Enhanced DBS check.</p>		