



Teign School

Person Specification Invigilator

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be reliable and punctual
- be confident and a reassuring presence to candidates in exam rooms
- be able to work under pressure
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- have complete discretion

Desirable qualities/skills

- Experience of interacting with young adults
- Basic numeracy & literacy

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times