

Person Specification – Exam Invigilator

	Essential	Desirable
Qualifications	Educated to GCSE level or equivalent	
Relevant Experience	Basic administrative experience including IT skills	Previous experience as a exams invigilator Previous experience of being a scribe or reader for candidates Experience of working with children and young people
Knowledge and understanding	Have a knowledge and understanding of confidentiality	Knowledge of JCQ regulations
Skills and abilities	Excellent organisation skills Ability to be methodical Strong attention to detail and accuracy. Ability to work as part of a team Ability to act on own initiative and remain calm under pressure Ability to follow instructions and work under strict guidelines Punctual and reliable Excellent communication and interpersonal skills Ability to have a confident and reassuring presence to candidates in exam rooms	
Other	Enhanced DBS clearance A willingness to undertake training as required for the role	

	Familiarity with and ability to adhere to relevant academy policies, including health and safety, child protection, and equal opportunities A commitment to securing the best outcomes for all learners, and promoting the ethos and values of the academy/Trust	
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