



Person Specification – Exam Invigilator

Attribute	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> English and Maths GCSEs at A*-C (9-4) or equivalent 	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (9-4) A*-C 	Certification
Experience	<ul style="list-style-type: none"> An understanding of learning and exam processes 	<ul style="list-style-type: none"> experience of working with young people in an educational context experience of working in a supervisory capacity 	Certification/ Interview/ References
Communication	<ul style="list-style-type: none"> Able to communicate with candidates and members of staff clearly and with accuracy Able to relate to young people whilst maintaining an air of authority Effective oral and written skills 		Interview/ References
Personal Qualities	<ul style="list-style-type: none"> Common sense and initiative Commitment to confidentiality Able to keep calm under pressure or during unexpected circumstances Reliability and punctuality Able to work to predetermined instructions Able to work within a team or alone if necessary Able to manage time effectively and to meet deadlines Able to work with accuracy and good attention to detail Cooperative with a 'can do' attitude 		Interview/ References
Special Requirements	An enhanced Disclosure and Barring Service check will be required in the event of a successful applicant and two references considered by the Academy to be satisfactory must be received prior to the start date. Full details on our safeguarding procedures are available on our website.		