



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 contextexperience 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 accuracyAble to relate to young people whilst maintaining an air of authorityEffective oral and written skills		Interview/ References
Personal Qualities	<ul style="list-style-type: none">Common sense and initiativeCommitment to confidentialityAble to keep calm under pressure or during unexpected circumstancesReliability and punctualityAble to work to predetermined instructionsAble to work within a team or alone if necessaryAble to manage time effectively and to meet deadlinesAble to work with accuracy and good attention to detailCooperative 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.		