

Job Title: Examinations Invigilator		
	Essential	Desirable
Education and Training		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths		√
Knowledge and Skills		
Excellent communication and interpersonal skills. Ability to communicate with students and members of staff clearly, calmly and accurately.	√	
Good organisational skills with accuracy and attention to detail.	√	
Good time management skills: reliability and punctuality.	√	
Need for confidentiality and integrity.	√	
Personal Attributes		
Enthusiastic team player.	√	
Ability to work on own initiative.	√	
Ability to work with others as part of a team, or alone, as necessary.	√	
Ability to adapt and be flexible and to keep calm under pressure.	√	
The ability to invigilate for several hours at a time, if required.	√	
Previous experience of working in a school or with young people.		√
Self- motivated.	√	
Ability to work to predetermined instructions to ensure students comply with examination regulations and conditions.	√	
Be confident and a reassuring presence to candidates in exam rooms.	√	
Ability to both patrol the examination room on a regular basis and to stand for periods of time. This is necessary in order to monitor the conduct of students.	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		