



## Person Specification

**Job Title:** Exam Invigilator/Reader/Scribe

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Good standard of education	✓	
<b>Experience</b>		
Demonstrate awareness of Disability Discrimination and Equal Opportunities	✓	
Demonstrate knowledge of Data Protection Act and confidentiality issues	✓	
Demonstrate knowledge of health and safety at work legislation	✓	
Demonstrate awareness of safeguarding children/child protection legislation	✓	
Prior experience working in a similar role		✓
Prior experience in a school environment		✓
<b>Skills</b>		
Good written skills	✓	
The ability to be an effective communicator with students and staff	✓	
Ability to use initiative	✓	
Ability to work as part of a team	✓	
<b>Other</b>		
Flexible and adaptable	✓	
Conscientious and reliable	✓	
Tactful and sensitive in working with all types of people	✓	
Self-confidence and proven ability to work on own initiative	✓	
Calmness in responding to emergencies and the unexpected	✓	
Good teamwork and consideration for others	✓	
Good organisational skills	✓	