



Person Specification

JOB TITLE:	Exam Invigilator
DATE:	September 2023
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Effective oral and written communication skills	E	✓	✓	✓	
2. Good general level of education including numeracy skills	E	✓	✓	✓	
3. An understanding of examination processes	D	✓		✓	
Experience					
4. Experience of working or studying in an education environment	D	✓		✓	
5. Experience of exam invigilation	D	✓		✓	
Skills and competencies					
6. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓	✓	✓	
7. Accuracy and attention to detail.	E	✓	✓	✓	
8. Flexible approach to work.	E	✓		✓	
9. Ability to relate to academic staff and students.	E			✓	

10. Ability to work under pressure.	E		✓	✓	
Other					
11.No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
12.No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E	✓			✓
13.Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible		✓		✓	