



ARTHUR MELLOWS VILLAGE COLLEGE



Person Specification – Exam Invigilator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• 5 or more grade 5 or above at GCSE (or equivalent qualification) to including Maths and English.	
Skills and Experience	<ul style="list-style-type: none">• Good timekeeping and organisational skills.• Flexible approach to working hours.• Ability to relate well to students.• Ability to use own initiative.• Ability to adhere to strict procedures.• Excellent communication skills in English, oral and written.• Ability to prioritise.• Ability to remain calm.• Strong interpersonal skills.• Ability to gain the respect of students.	<ul style="list-style-type: none">• Previous experience of working as an Exam Invigilator.• Previous experience working in education and/or administration.
Personal Qualities	<ul style="list-style-type: none">• Flexibility.• Enjoys a challenge.• Confident disposition.• Team player.• Person skills.• Sense of humour.	
Knowledge and Understanding	<ul style="list-style-type: none">• Appreciation of the absolute confidentiality of information received in school.	
Other Requirements	<ul style="list-style-type: none">• Willingness to undertake training as required.	
Safeguarding Competencies	<ul style="list-style-type: none">• Commitment to promoting and safeguarding the welfare of all staff and students.• Demonstrates empathy and concern for others.• Shows respect for others' feelings, views and circumstances.• Shows personal commitment towards safeguarding children and young people.• Can demonstrate a flexible approach to the role.• Seeks and uses professional support when needed.	

