



Person Specification

Examination Invigilator

Job Title:	Examination Invigilator
Responsible to:	Examinations Officer - Line Manager
Contracted Hours/Week:	Variable – no set hours
Contracted Weeks/Year:	Term time only

Main Job purpose:	To provide support to the examination department and assist with the examination process
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Previous relevant experience	Desirable	
Skills, Knowledge and Understanding	• The ability to cope well under pressure	Essential	Application Form References Interview
	• Excellent interpersonal skills when dealing with staff and students	Essential	
	• Assertive, confident, well organised and with an ability to follow instructions	Essential	
	• A firm and calm approach when working with young people	Essential	
	• The ability to work as part of a team	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	• Friendly and approachable	Essential	Application Form References Interview
	• Integrity and the ability to handle confidential information securely and with discretion	Essential	
	• Flexibility to be available during exam periods	Essential	
	• High levels of accuracy and attention to detail	Essential	
	• Willingness to learn new skills	Essential	
Safeguarding	• Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)	Desirable	Reference Interview
	• Ability to maintain appropriate relationships and personal boundaries with students	Essential	

Other	<ul style="list-style-type: none">• Eligibility to work in the UK	Essential	Application Form Interview
	<ul style="list-style-type: none">• Appointment subject to enhanced DBS and validated references	Essential	