



Person Specification

Examination Invigilator

Criteria	Essential	Desirable
Qualifications		
A good general education.	X	
Experience		
Ability to co-operate and collaborate with school staff.	X	
Ability to follow written procedures to carry out tasks.	X	
Ability to follow instructions – written or oral – from authorised persons.	X	
Ability to work as part of a team.	X	
Awareness of data protection issues.	X	
Meticulous attention to detail.	X	
Job Experience		
To have worked in the education sector.		X
To have worked as an invigilator of exams or tests.		X
To have worked as a teacher or teaching assistant.		X
To have worked with young people.		X
Personal qualities/attributes/attitude		
High level of security/confidentiality awareness	X	
High level of Student Care awareness	X	
Flexibility over working hours	X	