

# Person Specification

## Exam Invigilator

Criteria	Essential	Desirable
<b>Qualifications</b>		
Good passes in Maths and English	✓	
<b>Experience</b>		
To have worked as an invigilator of exams or tests.		✓
To have worked as a teacher or teaching assistant.		✓
To have worked with young people.		✓
To have worked in the education sector.		✓
<b>Knowledge and Skills</b>		
Ability to co-operate and collaborate with school staff	✓	
Ability to follow written procedures to carry out tasks.	✓	
Ability to follow instructions – written or oral – from authorised persons.	✓	
Ability to work as part of a team.	✓	
Awareness of data protection issues.	✓	
Meticulous attention to detail.	✓	
<b>Personal Qualities</b>		
High level of security/confidentiality awareness.	✓	
High level of student care awareness.	✓	

<b>Other Requirements</b>		
Flexibility over working hours.	✓	
Have an acceptance of, and a strong commitment to, Northern Star Academies Trust policies in relation to equality and safeguarding and promoting the welfare of all children, young people and vulnerable adults.	✓	
Able to speak fluent English (in accordance with The Immigration Act October 2016).	✓	