



Invigilator

Person specification

Assessed via certificates, application and interview as needed:

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Level 2 (GCSE Equivalent) English and Maths | ✓ | |
| First Aid | | ✓ |
| Experience | | |
| Working in a school environment | | ✓ |
| Basic skills, characteristics and competences | | |
| Awareness of and commitment to the safeguarding and welfare of children | ✓ | |
| Ability and willingness to communicate with staff and students | ✓ | |
| Ability to follow written procedures with accuracy | ✓ | |
| Meticulous attention to detail | ✓ | |
| Personal qualities | | |
| Excellent organisation skills | ✓ | |
| Reliable team player | ✓ | |
| Patience and diplomacy | ✓ | |
| Flexibility, initiative and resilience | ✓ | |
| Ability to seek and act on advice | ✓ | |
| High expectations of self and others | ✓ | |