



Person Specification – Campus Exam Invigilator

Attributes	Essential	Desirable
Education, Training & Qualifications	<ul style="list-style-type: none">• A willingness to undertake induction training• In line with the Immigration Act 2016 fluency of the English Language	
Experience & Knowledge	<ul style="list-style-type: none">• Experience of working in a team	<ul style="list-style-type: none">• Experience of working in a school environment• Experience of working with students
Skills, Attitudes & Disposition	<ul style="list-style-type: none">• The ability to develop and maintain effective working relationships with other team members and contribute to the work of the team• Good interpersonal skills• Be flexible• Able to work under pressure and to meet tight deadlines• Ability to respond professionally to diverse groups of people and present a positive image of the Campus to callers and visitors• Maintain confidentiality in matters relating to the Campus, its students, parents and carers• Accuracy and attention to detail• Ability to understand and follow detailed policies on the execution of exams	
Knowledge & Policies	<ul style="list-style-type: none">• A personal commitment to equal opportunities, diversity and promoting good race relations• Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices• A thorough understanding of child protection policies and procedures	
Circumstances – Personal	<ul style="list-style-type: none">• Excellent time keeping and flexibility• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)	



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| | <ul style="list-style-type: none">• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) | |
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Physical/Sensory	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. • Ability to cope with the requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties 	
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