

## Person Specification – Invigilator

	Essential	Desirable
<b>Qualifications</b>	Educated to GCSE level or equivalent	
<b>Relevant Experience</b>	Basic administration experience, including IT skills	Experience of working with young people  Previous Scribe, reader or invigilator experience
<b>Knowledge and understanding</b>	Understand the importance of integrity and confidentiality	Safeguarding awareness (full training is compulsory)  Examination procedures
<b>Skills and aptitudes</b>	Excellent organisational skills  Attention to detail  Ability to remain calm under pressure  Ability to work within strict guidelines  Punctual and reliable  Excellent communication and good interpersonal skills  Ability to listen to a pupil and write their response accurately  Ability to inspire trust and confidence across a diverse range of students	
<b>Other</b>	Willing to attend regular training sessions and updates  Flexibility in working hours  Ability to work as part of a team	

<b>Special Requirements</b>	Enhanced DBS clearance Compliance with all School and Trust policies	
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