



**Person Specification  
Examinations Invigilator**

<b>Professional Attributes:</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to be available to the Exams Officer during the main Summer examinations series - at least the equivalent of two days per week. (Usually runs in term time from mid-May until end June)	✓	
Knowledge of the main aspects of the organisation of secondary schools		✓
Have worked with young people aged between 15 and 19		✓
GCSE C grade or higher (or equivalent) in Maths and English		✓

<b>Personal Attributes:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication and interpersonal skills	✓	
Good observation, organisation and time management	✓	
Calm under pressure, confident, positive and approachable	✓	
Flexible and adaptable, responsible	✓	
Ability to work independently, demonstrating initiative	✓	
Value working as part of a team	✓	
Ability to digest and follow examination regulations	✓	
Aware of safeguarding children issues and good practice in E-Safety (training will be given)	✓	