**Person Specification – Invigilator, Examination Reader and Scribe**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | GCSEs or equivalent |  |
| **Relevant Experience** | Basic administrationThe successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, staff and parents. | Working with young peopleScribe, reader or invigilator experience |
| **Knowledge and understanding** |  | Safeguarding awareness (full training is compulsory)Examination procedures |
| **Skills and aptitudes** | Ability to listen to a learner and write their response accuratelyGood reading voice with pace and clarityAttention to detailAbility to remain calm under pressureAbility to work within strict guidelinesPunctual and reliable |  |
| **Other** | Willing to attend regular training sessions and updatesFlexibility in working hoursAbility to work as part of a team |  |
| **Special Requirements** | Enhanced DBS clearanceCompliance with all School and Trust policies |  |