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

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|  | **Essential** | **Desirable** |
| **Qualifications** | GCSEs or equivalent |  |
| **Relevant Experience** | Basic administration  The 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 people  Scribe, 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 accurately  Good reading voice with pace and clarity  Attention to detail  Ability to remain calm under pressure  Ability to work within strict guidelines  Punctual and reliable |  |
| **Other** | Willing to attend regular training sessions and updates  Flexibility in working hours  Ability to work as part of a team |  |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all School and Trust policies |  |