



PERSON SPECIFICATION

Invigilator/Scribe/Reader Person Specification

Essential Attributes and Skills

- Demonstrates an understanding of, and commitment to, the ethos and values of the school.
- Shows respect for young people and adults, reflected through positive attitudes and professional behaviour.
- Enthusiastic, flexible, and committed to supporting students to help them succeed.
- Strong interpersonal skills, including diplomacy, sensitivity, and the ability to maintain confidentiality.
- Highly organised and efficient, with excellent attention to detail.
- Competent in ICT, including proficiency in Word and other software relevant to the role.
- Good literacy skills, with accuracy in reading and transcribing text where required.
- Effective team player, willing to collaborate, provide support, and learn from colleagues.
- Maintains a purposeful presence in the examination room and acts as a calming influence for students.
- Able to work under pressure, meet deadlines, and consistently maintain attention to detail.
- Available to work during key examination periods (January, May, June, and November), with hours allocated in advance.
- Committed to undertaking relevant training and continuing professional development (CPD).
- Demonstrates excellent attendance and punctuality.
- Physically able to stand for extended periods as required.
- Flexible in undertaking tasks as directed, consistent with the responsibilities of the role.



- Capable of monitoring and managing the scribing process, ensuring that candidates adhere to established guidelines.

Davenant is committed to the safeguarding and protection of all children and young people in our care. All posts are therefore subject to a rigorous safer recruitment process, including criminal record checks and other vetting procedures. We maintain a comprehensive set of policies and procedures designed to promote safeguarding and ensure safe working practices across the school.