



Person Specification

JOB TITLE:	Lead Invigilating Officer
DATE:	January 2025
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Good general level of education including numeracy and literacy skills.	E	✓		✓	✓
2. An understanding of examination processes.	E	✓		✓	
Experience					
3. Experience of working or studying in an education environment.	D	✓		✓	
4. Experience of exam invigilation.	E	✓		✓	
5. Experience of leading a team of other staff.	E	✓		✓	
6. Clerical/administrative experience.	D	✓		✓	
Skills and competencies					
7. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	

8. Effective oral and written communication skills for a range of audiences.	E	✓	✓	✓	
9. Accuracy and attention to detail.	E	✓	✓	✓	
10. Flexible approach to work with good time management and organisational skills.	E	✓		✓	
11. Ability to relate to academic staff and students.	E			✓	
12. Ability to work under pressure to meet deadlines.	E	✓	✓	✓	
Other					
13. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
14. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
15. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	