



Exam Invigilator – Person Specification

Qualifications		
Good standard of Education / Level 2 Qualifications	E	Application form/Interview
Literacy and numeracy Skills	E	Application form
Experience		
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	E	Interview
Experience of working in a school or similar establishment with young people	D	Application form/Interview
Skills and knowledge		
Flexible, calm and organised when approaching tasks	E	Interview
Ability to work independently and as part of a team	E	Interview
Good and effective communication	E	Interview/Reference
Precision when dealing with administrative tasks	E	Interview
Commitment to the safeguarding of students and young people	E	Interview
Understanding of relevant policies and codes of practice	D	Application form
Sensitivity when dealing with confidential issues	E	Interview
Excellent inter-personal skills to be able to relate well to a wide range of people	D	Application form/Interview

E = Essential

D = Desirable