



Person Specification

Job title: Exam Invigilator

	Essential	Desirable	Assessed
Personal Qualities			
Excellent communication skills	x		Interview
Ability to work under pressure	x		Interview, References
Enthusiasm and commitment	x		Interview, References
Discretion	x		Interview, References
Conscientious and accurate	x		Interview, References
Ability to promote and Safeguard the welfare of students	x		
Specialist Skills and Experience			
Experience of interacting with Young Adults	x		Application form
Basic numeracy	x		Application form
Experience of invigilator role		x	Application form
Experience of working in education		x	Application form
General Skills			
The ability to work flexibly	x		Application form, Interview and References
Reliable and punctual	x		References
The ability to work as part of a team	x		Interview, References

AN ENHANCED DBS IS ESSENTIAL FOR THIS POST

