

Exams Invigilator - Person Specification

	JOB REQUIREMENTS	Essential	Preferred	* How assessed
Qualifications & Experience	Good numeracy and literacy skills	✓		A & I
	Experience of working in a school or similar establishment		✓	A
Personal and interpersonal	Ability to follow instructions but to use common sense and initiative when required	✓		A & I
	Flexible approach to work	✓		I
	Accuracy and attention to detail	✓		A
	Reliability in achieving the job description	✓		A
	Good time keeping	✓		A
	Flexibility and availability during the day	✓		I
	Able to relate to academic staff and students	✓		A & I
	Ability to work under pressure whilst remaining calm	✓		A & I
	Discrete and able to maintain the confidentiality of information	✓		A & I
	Ability to work as part of a team or alone if necessary	✓		A & I
Special Skills and Aptitudes	Effective oral/written communication skills	✓		A & I
	Knowledge and understanding of Safeguarding and the welfare of children and young persons you are responsible for or come into contact with	✓		I
Staff Development	Willingness and ability to contribute to learn and develop	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> )	✓		A & I
	Willingness to undertake Child Protection training when required	✓		I

\* A = by application, R = by references, I = assessed by Interview, T = task