



Exam Invigilator - Person Specification

	JOB REQUIREMENT	Essential	Preferred	*How assessed
Qualifications, knowledge and experience	Good numeracy and literacy skills	✓		A
	Experience of working in a school or similar organisation		✓	A
	Experience of working with young people		✓	A
	Ability to work in a team	✓		A & I
	Willingness to carry out training	✓		I
	Commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		A & I
Personal and Interpersonal	Supporting & Cooperating – Working with People Demonstrates an interest and understanding of others; adapts to the team and builds team spirit; supports and carers for others; develops and openly communicates self insight.	✓		I
	Supporting & Cooperating – Adhering to Principles & Values Upholds ethics and values; demonstrates integrity.	✓		I
	Interacting & Presenting – Relating and Networking Establishes good relationships with customers and staff; uses humour appropriately to enhance relationships with others.	✓		I
	Organising & Executing – Following Instructions & Procedures Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements for the role.	✓		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>)	✓		C
	Willingness to undertake safeguarding training when required	✓		I

* A = application, I = interview, C = clearances