



PERSON SPECIFICATION Exam Invigilator

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share these commitments

Training and Qualifications	Essential	Desirable
GCSE or equivalent pass in Maths and English	x	
Other professional qualification		x
Experience, Knowledge and Understanding		
Knowledge and understanding of invigilating in exam conditions	x	
Experience of working in a school or educational establishment		x
Experience of supervising staff and/or students		x
Experience of working as an Exam invigilator		x
Skills & Abilities		
Ability to maintain control within the examination room	x	
Ability to remain vigilant for long periods	x	
Time management and organisational skills	x	
Ability to interact positively with children	x	
Ability to work as part of a team	x	
Honest and trustworthy	x	
Reliable	x	
Good attendance	x	
Good timekeeping	x	
Flexibility to work at other academy sites if required		x
Other		
Satisfactory DBS with barred list check	x	