

PERSON SPECIFICATION: EXAM INVIGILATOR

	Essential	Desirable
a) Knowledge and Experience: ▪ Good standard of education ▪ Demonstrate awareness of Disability Discrimination and Equal Opportunities ▪ Demonstrate knowledge of GDPR and confidentiality issues ▪ Demonstrate knowledge of health and safety at work legislation ▪ Demonstrate awareness of safeguarding children/child protection legislation ▪ Prior experience working in a similar role ▪ Prior experience in a school environment	✓ ✓ ✓ ✓ ✓	✓ ✓
b) Skills and Abilities: ▪ Good written skills ▪ The ability to be an effective communicator with students and staff ▪ Ability to use initiative ▪ Ability to work as part of a team	✓ ✓ ✓ ✓	
c) Personal Qualities: ▪ Flexible and adaptable ▪ Conscientious and reliable ▪ Established interpersonal and communication skills ▪ Tactful and sensitive in working with all types of people ▪ Self-confidence and proven ability to work on own initiative ▪ Calmness in responding to emergencies and the unexpected ▪ Good teamwork and consideration for others ▪ Good organisational skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	