

PERSON SPECIFICATION – EXAMINATION INVIGILATORS

		Essential	Desirable
Qualifications and Training	English and Maths GCSE or equivalent	X	
	Science GCSE or equivalent		X
Professional skills and experience	Experience of working with young people		X
	Experience of working in an education environment		X
	Experience of working in a similar role		X
Attributes	Reliable and punctual	X	
	Well organised, calm and methodical	X	
	Flexible	X	
	Willing and able to follow strict guidelines and procedures	X	
	Confident working as part of a team but also alone as necessary	X	
	Able to communicate clearly and relate to students	X	
	Able to remain alert and vigilant during exams	X	
	Clear, legible handwriting if working as a Scribe	X	