



Exam Invigilator Personal Specification

	Essential	Desirable	Method of Assessment A, I, R
Qualifications	Grade C or equivalent GCSE English & Maths		A
Experience	Working with young people	Working with students with additional needs Experience of working in an educational setting	A, I, R
Knowledge & understanding	An understanding with regard to basic requirements of safeguarding young people	Understanding of wider context with regard to managing student behaviour Engaging and motivating young people	A, I
Skills	Good numeracy/literacy skills Can remain calm in difficult situations Demonstrate a flexible approach	Emotionally intelligent Empathetic Can creatively engage students in a variety of ways Have an understanding of basic ICT	I, R
Personal characteristics	Ability to earn respect from stakeholders Desire to contribute to the achievement of students Integrity, optimism, resilience and perseverance Confident and a clear communicator Work effectively as part of a team An ability to fulfil all spoken aspects of the role with confidence through the use of English language	Solution focussed	I