Person Specification
Job Role: Exam Invigilator

Criteria	Essential	Desirable	Method of testing
Experience	• No previous invigilation experience required; full training will be provided.	• Previous experience of invigilation or working within an educational environment.	• Application • Interview
Knowledge and Understanding	• Willingness to learn and follow examination regulations, procedures and instructions. • Understanding of the importance of confidentiality and examination security.	• Understanding of JCQ regulations and examination procedures. • Previous experience of handling confidential information.	• Application • Interview
Skills	• Effective verbal communication and interpersonal skills. • Ability to give clear instructions and manage groups of people confidently. • Ability to remain calm, alert and vigilant throughout examination sessions. • Basic IT skills, including the use of email and mobile phone messaging.	• Experience of communicating with and supporting young people. • Experience of supervising groups in a formal setting. • Experience of responding appropriately to challenging or unexpected situations. • Experience of using IT systems for administrative tasks.	• Application • Interview • Scenario-based task
Personal qualities and approach	• Reliable, punctual, flexible and conscientious. • Ability to work effectively as part of a team and follow instructions. • Confident and able to provide a calm, reassuring presence to candidates. • Able to maintain confidentiality and handle sensitive information appropriately. • Honest, trustworthy and demonstrates integrity.	• Proactive and positive approach to work. • Ability to work independently and use initiative when appropriate. • Approachable, patient and supportive manner. • Demonstrates professional boundaries and sound judgement. • Demonstrates fairness, impartiality and consistency.	• Application • Interview • References

Criteria	Essential	Desirable	Method of testing
Availability	• Able to confirm availability in advance and work flexible, variable hours during the main examination periods in May and June.	• Availability for additional examination-related duties where required.	• Application • Interview
Training & Development	• Willingness to undertake all required training, updates and review sessions.	• Willingness and ability to undertake additional responsibilities, such as acting as a reader or scribe, following appropriate training.	• Application • Interview
Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people and willingness to undergo appropriate safeguarding checks.		• Application • Interview • References
Ethos	• To support and actively promote the Catholic ethos of the College and the values of the Edmund Rice tradition		• Application • Interview