



## PERSON SPECIFICATION – Exams Invigilator

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	Attainment of GCSEs grade C or above in English & Maths (or able to demonstrate equivalent numeracy / literacy skills to a level 2 standard of education)		Application
<b>Skills and Experience</b>	Good oral and written communication skills Ability to work to deadlines and methodical approach to work	Experience of working or studying in higher education environment	Application Interview Assessment
<b>Specialist Knowledge and Skills</b>	Up-to-date ICT skills Good listening skills Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	An understanding of examination processes	Application Interview Assessment
<b>Behaviours and Values</b>	Professional, tactful & sensitive Discreet & confidential Self-motivated and able to work constructively as part of a team Ability to relate well to children and adults Enjoys working with young people Understanding of principles of child development and learning processes		Application Interview Assessment

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.