



Person Specification

Job Title: Exam Invigilator/Reader/Scribe

	Essential	Desirable
Knowledge and Experience		
Good standard of education	✓	
Demonstrate awareness of Disability Discrimination and Equal Opportunities	✓	
Demonstrate knowledge of Data Protection Act 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		✓
Skills		
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	✓	
Other		
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	✓	