



Person Specification

Job Title: Exam Invigilator/Reader/Scribe

Knowledge	Essential	Desirable
➤ 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		✓
Personal Qualities		
➤ 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	✓	
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	✓	

