

**EMPLOYEE SPECIFICATION**

**POST TITLE**: Examination Invigilator **POST NUMBER**:

Temporary Permanent Part Time √ Full Time Casual √

Hours of Work: Varying hours between 8.30 am and 5.00 pm throughout the academic year

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|  | **Essential** | **Desirable** | **How Measured During Recruitment**  **and Selection Progress** |
| **Experience** | Experience of working within a school or similar environment | Experience of carrying out exam invigilation  Experience as a reader and/or scribe for students requiring access arrangements | Application/Interview |
| **Education/Training Qualifications** | Good standard of education to GCSE | Grades A-C or equivalent in GCSE English and Maths  Basic Health and Safety  Basic First Aid | Application  Application |
| **Special Knowledge** | Ability to relate effectively and professionally to young people | A knowledge of Awarding Body invigilation requirements | Application/Interview |
|  | **Essential** | **Desirable** | **How Measured During Recruitment**  **and Selection Progress** |
| **Skills** | Good communication and organisational skills  Ability to implement complex procedures and adhere to rules and regulations  Able to use initiative | Ability to manage people | Application/Interview  Application/Interview  Application/Interview |
| **Personal Qualities** | Suitable to work with children |  | At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from references.  DBS check |
| **Working Arrangements and Personal Availability** | Good timekeeping  Adaptable/flexible approach to work  Ability to work independently and as part of a team |  | Interview  Interview |
| **Physical** | Able to fulfil the duties of the post |  | Interview |