

Person Specification

Invigilator / Reader and/or Scribe

Qualifications/Training

- ⇒ No formal qualifications are required
- ⇒ A willingness to undertake training as required

Knowledge/Skills/Abilities

It is essential that the post holder has:

- ⇒ Good oral and written communication skills
- ⇒ Ability to issue instructions to a wide range of examination candidates in a confident manner
- ⇒ An understanding of behavioural standards required in school
- ⇒ An understanding of health & safety standards in school
- ⇒ An understanding of safeguarding and promoting of children welfare.
- ⇒ Good organisation skills
- ⇒ Good interpersonal skills
- ⇒ Able to relate to learners and be comfortable in a high-pressure environment

Additional Factors

It is essential that the post holder has:

- ⇒ A professional approach to work, being punctual and smart in appearance
- ⇒ A commitment to providing a high quality service to the school in terms of reliability and flexibility

