

Person Specification: Exam Invigilator

Key Criteria	Essential	Desirable
Qualifications	Good level of education (to GCSE level or equivalent)	
Experience		Prior experience of working as an Exam Invigilator
Skills and Knowledge	Excellent organisational and time management skills	
	Good literacy and numeracy skills	
		Excellent written communication skills
Personal Attributes	Ability to stay calm	
	Able to work unsupervised and use own initiative	
	Willingness to work flexibly when required	
	Reliable	
	Commitment to team approach; providing support to colleagues when needed.	
Commitment to the School's Aims and Values	Willingness to support and uphold St Mary's Christian ethos and values	
	Respect for the school's vision, inclusive ethos, and community life	
	Commitment to safeguarding and promoting the welfare of children and young people	
	Willingness to undergo enhanced DBS and other pre-employment checks	