



Qualifications	Essential	Desirable
A good understanding of the English language both verbal and written	✓	
Personable Attributes		
Team player, personable, approachable and friendly	✓	
Demonstrates an understanding and awareness of child behaviour, have empathy with students and be sympathetic to their needs	✓	
Reliable and flexible over working hours during exam periods	✓	
Experience		
Working as an invigilator within a school environment		✓
Skills		
Ability to co-operate and collaborate with other members of staff	✓	
Effective communication skills with young people and adults	✓	
Ability to follow written procedures to carry out tasks	✓	
Meticulous attention to detail	✓	
Equal Opportunities and Safeguarding		
An understanding of and commitment to Equal Opportunities		✓
An up to date knowledge of current Safeguarding Policies and Procedures		✓
Other		
Willingness to take part in appropriate training	✓	