

Invigilator - Essential Criteria	Essential/ Desirable	How Identified (Application/ Interview)
Qualifications Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework.	E	
Communication Ability to receive and follow clear instructions both written and oral. Ability to convey instructions to students in a confident manner.	E E	A/I A/I
Planning & Organisation Ability to produce clear and concise notes/reports/records. Ability to make quick decisions under pressure	E E	A/I A/I
Forward Thinking Ability to evaluate, assess and contribute to improvements in current working practices. Ability to be proactive in dealing with potential issues and concerns	D E	A/I A/I
Technical Knowledge of examination practices & procedures.	D	
Personal Experience of working under pressure and responding quickly to changing demands. Demonstrate experience of working with confidential information where discretion is paramount. Must be able to work within the ethos of the school. Ability to work individually and as a member of a team. Displays commitment to the protection and safeguarding of children and young people. Is willing to work within organisational procedures, processes and to meet required standards for the role. Ability to confidently supervise students within a contained environment. Excellent punctuality and attendance. Willingness to be readily/fully available throughout exam seasons	E E D E E E E E E	A/I A/I A/I A/I A/I A/I A/I
Special Working Conditions Has relevant previous experience working with children and young people, ideally in a similar environment. Positive, open, and friendly attitude to service improvement and delivery.	D E	A/I A/I