

Person Specification – INVIGILATOR

Attribute	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Educated to GCSE level (good grades in English and Maths); Effective oral/written communication skills and numeracy. 	Good grades in all GCSEs taken
Knowledge and Experience:	<ul style="list-style-type: none"> Experience of working or studying in a higher education environment; An understanding of examination processes. 	
Skills and Abilities:	<ul style="list-style-type: none"> Excellent administrative skills; Excellent organisational skills; Good communication skills are required for liaising with students and academic staff; Good ICT and office skills. 	
Personal Qualities:	<ul style="list-style-type: none"> Accuracy and attention to detail; Willingness and ability to be flexible in order to be available during the examination series; Ability to relate to teaching staff and students; Ability to work under pressure and to tight deadlines; To be highly organised with good time keeping; High standards of integrity and approachability; Discretion; Flexible and collaborative. 	
Safeguarding:	<ul style="list-style-type: none"> Evidence of a commitment to promoting the health, welfare and safeguarding of children. 	

The Education Trust is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).