



WESTMINSTER SCHOOL

Exam Invigilator – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to GCSE level (or equivalent) with grade C/4 or above in English and Mathematics	Yes	
Knowledge/Experience	Experience of effectively managing student behaviour		Yes
	Experience working as an invigilator within a school environment or working in an educational environment		Yes
	Experience of working with IT, or willingness to learn		Yes
	Knowledge of safeguarding	Yes	
	A commitment to the School's Equal Opportunities policies, and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Ability to be adaptable to needs of the role	Yes	
	Attention to detail	Yes	
	Ability to interpret regulations and work within defined guidelines	Yes	
	Remain calm under pressure	Yes	
	Excellent organisation skills	Yes	
	Ability to communicate effectively and efficiently, both verbally and in writing	Yes	
	Reliable, punctual and dependable	Yes	
	Ability to work as part of a team with other invigilators and examination staff	Yes	

	Be a confident and reassuring presence to candidates sitting examinations	Yes	
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