



A Career at St Edmund's College

Exam Invigilator

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications			Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Demonstrable experience of working within a team. 	<ul style="list-style-type: none"> Previously worked in a school environment. Experience of the post applied for. 	Contents of the application form Interview Professional references
Skills & knowledge		<ul style="list-style-type: none"> Familiarity with JCQ Instructions for conducting examinations. 	Contents of the application form Interview Professional references

Personal competencies qualities, attitude and behaviours

- To be a hard-working and a flexible team player.
- To be able to communicate effectively with colleagues and the public.
- To be able to accept instruction and guidance.
- To be able to work and remain calm when dealing with queries.
- Friendly, personable, willing & helpful, good sense of humour.
- Ability to work with a good degree of flexibility.
- Current UK Work permit required.
- Enhanced DBS check will be obligatory if successful.
- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- positive attitude to use of authority and maintaining discipline.

Contents of the application form
 Interview
 Professional references

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.