



**ST EDWARD'S
COLLEGE**
LIVERPOOL

Person specification – Exam Invigilator

Attributes	Essential	Desirable	Identified
Qualification/s	<ul style="list-style-type: none">- Educated to GCSE/O Level standard		<ul style="list-style-type: none">- Application- Certification
Experience		<ul style="list-style-type: none">- Working in a child based or education setting or similar role	<ul style="list-style-type: none">- Application- Interview- References
Knowledge/skills	<ul style="list-style-type: none">- Commitment to safeguarding- Working as part of a team and independently- Good organisational skills- Ability to follow instructions- Good written and oral communication skills	<ul style="list-style-type: none">- Exam processes and procedures	<ul style="list-style-type: none">- Application- Interview- References
Character	<ul style="list-style-type: none">- Excellent people skills- Flexible and adaptable to change- Good attention to detail		<ul style="list-style-type: none">- Application- Interview- References