DOROTHY STRINGER SCHOOL
EDUCATION FOR LIFE

PERSON SPECIFICATION

JOB TITLE: **Examination Invigilators**

DEPARTMENT: **Exams Office**

SECTION: **Secondary School**

Qualifications and Experience

- Previous experience of invigilating exams or working in an educational, public-facing or support environment would be advantageous**.**
- Experience of, or willingness to receive training to read/scribe/type for students

Skills and Abilities

Essential

- Effective oral/written communication skills in order to scribe for pupils under special circumstances
- Good literacy and numeracy skills and an ability to work accurately.
- Basic IT knowledge to include the use of word-processing, printing and email.

Desirable

- An understanding of examination processes and regulations

Personal Qualities

Essential

- Ability to work under pressure
- Ability to follow instructions and work as part of a team
- Approachable and able to act as a focal point for students
- Ability to demonstrate sensitivity and tact when dealing with pupils who can sometimes be under stress.
- Punctuality and reliability

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.