

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Exam Invigilator Person Specification

Qualifications/ Training and Experience	<ul style="list-style-type: none">• Good level of general educational achievement and evidence of continuing training beyond school level• Experience working with young people (desirable)
Knowledge/Skills	<ul style="list-style-type: none">• Ability to follow professional guidelines• Ability to interact confidently with students and staff• Good organisational skills• Good verbal and written communication skills• Willingness to engage in various online apps and programs (full training given)• Attention to detail• An understanding of the importance of professional confidentiality• Ability to work well in a team
Personal Characteristics	<ul style="list-style-type: none">• Reliable• Punctual• Flexible• Calm but firm• Initiative• Honest
Safeguarding and Wellbeing	<ul style="list-style-type: none">• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community• Desire to take on further/ advanced Safeguarding training and responsibilities (desirable)• Evidence of CPD undertaken in this area (desirable)