



Northern Education Trust
 Post: Exam Invigilator
PERSON SPECIFICATION

Qualifications	Essential	Desirable
Basic First Aid		✓
The Support Work in Schools VQ (SWIS)		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience	Essential	Desirable
Experience of working in a school environment		✓
Basic clerical/administrative experience		✓
Experience of exam invigilation		✓
Skills	Essential	Desirable
Ability to relate well to children and adults	✓	
Excellent literacy and numeracy skills	✓	
Excellent communication and listening skills	✓	
Ability to work under pressure and to tight deadlines	✓	
Methodical with a good attention to detail	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Good time management and organisational skills	✓	
Other	Essential	Desirable
Satisfactory Enhanced Disclosure & Barring Service Clearance	✓	
Commitment to safeguarding and the ethos and values of the Trust	✓	

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.