**Examination Invigilator**

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| Criteria | Essential/Desirable | Method of Assessment |
| Knowledge and Experience |  |  |
| Level 2 in English and Maths | E | Application Form and Certificates |
| An understanding of the examination process | E | Application Form |
| Experience of working in an educational setting | D | Application Form |
| Skills and Abilities |  |  |
| Effective written and oral communication skills | E | Application Form and Assessment Centre |
| Accuracy and an attention to detail | E | Application Form and Assessment Centre |
| Punctual and reliable | E | Application Form and Assessment Centre |
| Other |  |  |
| Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | Assessment Centre |
| Willing to work flexibly.  You must be regularly available at least 3 out of 5 days Monday to Friday between the hours of 08:00-17:00 particularly in the months of January, May and June. | E | Application Form and Assessment Centre |

Author: Examination, Registry & Reception Manager Date: January 2023