

# Stratford-upon-Avon School & Sixth Form

## Examination Invigilators - Person Specification 2025-26

Please read this Person Specification carefully as it will be used to assess candidates as part of the shortlisting and interview process.  
The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence Base
<b>Qualifications and specific experience</b>	Good standard of literacy and numeracy. Effective written and verbal communication skills.	Experience of working in a school environment. Previous examination invigilator experience.	Application form, References, Interview/selection process.
<b>Knowledge and skills</b>	Communicates effectively. Ability to understand and follow written procedures and use basic technology where required. Ability to work constructively as part of a team. Ability to relate well to students and adults. Good organising, planning and prioritising skills. Methodical with excellent attention to detail.	Willingness to work with IT equipment and software. British Sign Language or other communication support skills.	Application form, References, Interview/selection process.
<b>Key competencies and aptitudes</b>	Enthusiasm for working with children and young people. Reliable and punctual. Polite and friendly with a flexible approach to work. Able to follow instructions accurately. Able to keep calm and maintain an air of authority. An active listener. Can take responsibility and accountability. Committed to the needs of students and committed to supporting students and maintaining a fair examination environment. Is adaptable to change / embraces and welcomes change. Able to respond calmly and appropriately to situations that arise during examinations. Able to maintain professional standards of appearance appropriate for the role.		Application form, Interview/selection process
<b>Professional Development</b>	Willingness to undertake appropriate training relevant to the role (in person or online).		Application form
<b>Other</b>	Post subject to an Enhanced DBS. Ability to fulfil the physical requirements of the role, including standing and walking around examination rooms for periods of time. Commitment to being available during examination periods where possible. Commitment to the protection and safeguarding of children and young people. An interest in education and young people and a commitment to raising standards. Understanding of the importance of maintaining confidentiality and examination security.		Application form, Interview/selection process

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.