

KINGS COLLEGE GUILDFORD:
Person Specification - Examinations Invigilator



▪ Qualifications	Essential	Desirable
GCSE English or equivalent		✓
GCSE Maths or equivalent		✓
▪ Professional Knowledge, Skills and Understanding	Essential	Desirable
Familiarity with JCQ Instructions for the Conduct of Examinations		✓
Knowledge of the current UK examination system		✓
▪ Experience:	Essential	Desirable
Experience of working with 11-18 year olds		✓
▪ Personal Qualities	Essential	Desirable
Honesty & Integrity	✓	
Accuracy & Attention to Detail	✓	
Assertiveness		✓
Good oral communication skills		✓
Reliability & Punctuality	✓	
Ability to work in a team	✓	
Ability to work unsupervised, following established procedures	✓	
Common sense, initiative & calmness under pressure	✓	
Flexibility	✓	
▪ Safeguarding Children	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people (References)	✓	
▪ Equality of Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	✓	

Please note - this role would not be suitable for somebody who has a current maladministration/malpractice sanction applied to them by an examination board (in line with JCQ regulations).