

Job Title	Examination Invigilator
Department	Whole School Examinations
Prepared by and date	J Clegg - October 2025



Employee Specification Form

Factors	Personal Attributes	Stage Identified
Qualifications	Essential <ul style="list-style-type: none"> GCSE Maths and English Grade A*-C/9-4 or equivalent. 	Application
Experience	Essential <ul style="list-style-type: none"> Experience of working in an environment with young people. Desirable <ul style="list-style-type: none"> Prior experience of working with students who have complex needs. Prior experience of exam invigilation work with young people. Prior experience of behaviour management of young people. 	Application/ Interview
Knowledge and Skills	Essential <ul style="list-style-type: none"> Ability to relate to young people. To have a quiet, calm and assertive manner. Ability to work with a common-sense attitude in line with specific regulations. Ability to supervise and assist students. Display commitment to the protection and safeguarding of children and young people. Desirable <ul style="list-style-type: none"> Knowledge of examination systems and regulations. 	Application/ Interview/ References
Personal Qualities	Essential <ul style="list-style-type: none"> Ability to work under pressure. Have a patient and understanding attitude towards students with varying academic and emotional needs. Excellent communication skills. An ability to work as part of a team. To physically be able to cope with standing/walking around the exam hall/rooms for extended periods. Commitment to be flexible with working hours and to be prepared to work at various times during the academic year and particularly over the summer months from June to mid-July. To be prepared to keep up to date with JCQ exam regulation changes and school policies, as required. Patience, resilience and a sense of humour. 	Application/ Interview/ References

Safeguarding requirements:

Hilbre High School are committed to safeguarding and promoting the welfare of children and young people. This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

Any offer of employment will be subject to the receipt of a satisfactory Enhanced DBS disclosure with a child barred list check, receipt of references and successful completion of vetting procedures. It is an offence to apply for this role if candidates are barred from engaging in Regulated Activity relevant to children.