

Melbourn Village College

**Invigilator
PERSON SPECIFICATION**

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum educational requirement is GCSE grade C or equivalent in English 	
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of working in a school environment • Liaising with other professional colleagues • Experience of working with young people and as part of a team
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Effective oral and written communication skills • Punctuality and attention to details • Ability to relate to candidates yet maintain an air of authority • Ability to work to predetermined instructions and keep calm under pressure or during unexpected circumstances 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Able to follow direction from line manager • Initiative and ability to work when under pressure • Excellent time-keeping skills • Ability to work flexibly and respond to unplanned situations • Commitment to the highest standards of child protection and safeguarding • Commitment to the college's ethos, aims and its whole community 	