

# PANGBOURNE

— A community where you can flourish —

## EXAM INVIGILATOR - PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b> Exam Invigilators			
<b>Department:</b> Exams			
<b>Qualifications</b>	Essential	Desirable	Method of assessment
Educated to GCSE level including Maths and English	★		Application form Interview
<b>Skills and Experience</b>	Essential	Desirable	Method of assessment
Attention to detail	★		Application form
Basic IT Skills including email use	★		Interview
An understanding of the examination process		★	References Assessment exercise

<b>Personal Qualities</b>	Essential	Desirable	Method of assessment
Outgoing, positive attitude	★		Interview
Desire to build positive relationships with all stakeholders	★		Assessment exercise
Desire to work for the good of a team	★		
Interest in working in a school environment	★		
Fun personality, character, hard worker, professional, patient, empathy, resilient	★		
Diplomatic, calm and patient with the ability to manage challenging people	★		

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Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence			
Own transport - Pangbourne is in a rural location with limited public transport links	★		
Right to work in the UK	★		