

Hendon School



Person Specification For: Invigilator

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in the supporting statement; however, it is more likely that they will be more fully assessed during the interview process and from the references.

For this role, you will need:

- Access to an email account so invigilation schedules can be arranged with the Examinations Officer
- A positive interest in young people and their education
- The ability to be flexible
- Accuracy and a high level of attention to detail
- Confident communication skills
- A firm but fair attitude
- The ability to work well under pressure
- Physical fitness appropriate to tasks required (exam papers can be heavy in bulk, and there is a lot of walking involved)

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.