



JOB ROLE – Examinations Invigilator	Essential	Desirable
Criteria		
Qualifications and training		
Good general education	✓	
Achieved GCSE level qualifications		✓
Experience and skills		
Understanding of examination regulations		✓
Previous experience of invigilating exams		✓
Familiarity with school environment		✓
Ability to relate to children	✓	
Ability to work independently and as part of a team	✓	
Personal		
Willing to undertake regular training	✓	
Ability to keep calm under pressure or during unexpected circumstances	✓	
Satisfy all criteria and checks relating to suitability to work in a school environment	✓	
An empathy for the works of the Monastic Community	✓	
Positive 'can do' approach, self motivated	✓	
Have an enthusiastic and friendly approach	✓	
Be reliable and dependable	✓	
Have a clean and tidy appearance	✓	
Show a high degree of professionalism	✓	

JOB ROLE – Examinations Invigilator	Essential	Desirable
Criteria		
Ability to communicate with a broad cross section of people in a friendly and helpful manner	✓	
Able to work as part of a team or individually	✓	

Salary and Conditions of Employment (subject to contract):

Salary package:

Benefits: Subsidised membership of fitness centre and sports centre.
Life assurance.

Pension: Group Personal Pension – employer 4% / employee 4%.

Notice period: One month

Probationary Period: 6 months