



Impington Village College
Person Specification
Invigilator

Before completing your application please read the Person Specification and Job Description. In supporting your application you should demonstrate how your qualifications, skills and experience match the requirements of the role.

	Essential	Desirable
Experience & Knowledge		
Can demonstrate strong administrative and interpersonal skills	✓	
Can demonstrate strong organisational skills and how to prioritise	✓	
Experience of working in an educational environment		✓
An understanding of exam processes		✓
Personal Skills and Attributes		
Ability to work as part of a team, proactively and be able to complete tasks with the minimum of supervision	✓	
Excellent interpersonal skills with the ability to communicate effectively with staff and students	✓	
Ability to work calmly under pressure often to tight deadlines	✓	
Reliable, punctual and a flexible approach to work	✓	
Excellent attention to detail	✓	
Problem Solving and Decision Making:	✓	
Common sense and the ability to think on your feet	✓	
Safeguarding		
Ability to form and maintain appropriate relationships and personal boundaries with children	✓	
Emotional resilience in working with challenging behaviours	✓	