

Person Specification

Examination Invigilator

| | Essential Criteria | Desirable Criteria |
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| Experience (Relevant work and other experience) | <ul style="list-style-type: none"> • Relevant experience within the context of the role. • Desire to work with teenagers and young adults. • Aptitude for administrative work | <ul style="list-style-type: none"> • Experience of working with young people. • Broad administrative experience. • Previous experience of working within a school or college environment. • Previous experience of exam invigilation. |
| Education & Qualifications | <ul style="list-style-type: none"> • Good standard of general education to GCSE including Maths and English Grade C or above (or equivalent). | <ul style="list-style-type: none"> • Good standard of literacy and numeracy. |
| Training | <ul style="list-style-type: none"> • Willingness to undertake personal development and training to update knowledge and skills. | <ul style="list-style-type: none"> • Evidence of recent training. |
| Skills | <ul style="list-style-type: none"> • Ability to work effectively as a member of a team. • Good, clear communication skills. • Excellent interpersonal skills. • An excellent personal manner. • Ability to communicate with and maintain positive relationships with students and staff. • Ability to stay calm under pressure. • Good organisational skills. • Ability to work on own initiative. • Ability to handle sensitive and confidential issues. • Ability to adhere to procedures. | <ul style="list-style-type: none"> • Meticulous attention to detail. • Awareness of data protection. |
| Personal qualities | <ul style="list-style-type: none"> • Commitment to the ethos and aims of the school. • Initiative and enthusiasm. • Patient and conscientious. • Excellent work ethic. • Punctual • Ability to maintain appropriate and supportive working relationships. • Reliable and flexible over working hours. | <ul style="list-style-type: none"> • Confident to speak to a wide range of people. • Well motivated; ability to work with minimum supervision. • Resilient and adaptable. |