



PERSON SPECIFICATION
EXAMINATION INVIGILATOR

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications	A good basic level of literacy and numeracy	Experience of working with young people or a working knowledge of young people.
Experience/Skills	<p>The ability to be organised, efficient and reliable.</p> <p>The ability to work as a member of a team.</p> <p>The confidence and manner to manage students.</p> <p>The ability to be methodical and to follow exam regulations to the letter.</p> <p>To respond to flexible time slots.</p>	<p>Some educational experience</p> <p>The ability to take responsibility and to show initiative within the confines of exam regulations</p> <p>The ability to work efficiently and calmly under pressure.</p>
Written application	A well-constructed, legible application.	
Communication	Sound communication skills	The confidence to speak clearly and confidently to a large room of students.
Relationships	An ability to establish good working relationships with both staff and pupils.	
Health and Appearance	<p>Exemplary attendance and punctuality record.</p> <p>Smart office dress.</p>	
Equal Opportunities	A commitment to equal opportunities	Examples of good practice from their own experience
Disclosure and Barring Service Check	Willingness to provide a full Disclosure and Barring Service disclosure	