**EXAMINATIONS INVIGILATOR – PERSON SPECIFICATION**

**£9.28 per hour (variable hours)**

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|   |  | **ESSENTIAL**  |  | **DESIRABLE**  |
| KNOWLEDGE AND EXPERIENCE  |  |  |  | * Experience of undertaking exam invigilation.
* Experience of working in a secondary school or other educational establishment.
 |
| SKILLS/ABILITIES  |  | * Good verbal and written communication skills
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|  |   | * To work independently using initiative.
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|  |   | * To work effectively as part of a team
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|  |  | * Excellent organisational skills
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|  |  | * Ability to work under pressure.
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|  |  | * Accuracy and attention to detail.
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|  |   | * Ability to communicate with candidates and members of staff clearly and accurately.
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|  |  | * Ability to work to predetermined instructions
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|  |  | * Ability to follow procedures and policies
 |  |  |
|  |  | * Ability to identify when referral to senior staff is required
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| QUALIFICATIONS  |  | * GCSE English and Mathematics at Grade C or above or equivalent
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| APTITUDES  |  | * Optimistic and positive attitude
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|  |  | * Commitment to the highest standards
 |  |  |
|  |  | * Flexible approach
 |  |  |
| CONTRA- INDICATIONS  |  | * Difficulties in relationships with colleagues or other agencies
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|  |  | * Inability to work under pressure
 |  |  |
|  |  | * Poor attendance or punctuality
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|  |  | * Criminal convictions involving offences against children
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