**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 |  |  |
|  |  | * To work independently using initiative. |  |  |
|  |  | * To work effectively as part of a team |  |  |
|  |  | * Excellent organisational skills |  |  |
|  |  | * Ability to work under pressure. |  |  |
|  |  | * Accuracy and attention to detail. |  |  |
|  |  | * Ability to communicate with candidates and members of staff clearly and accurately. |  |  |
|  |  | * Ability to work to predetermined instructions |  |  |
|  |  | * Ability to follow procedures and policies |  |  |
|  |  | * Ability to identify when referral to senior staff is required |  |  |
| QUALIFICATIONS |  | * GCSE English and Mathematics at Grade C or above or equivalent |  |  |
| APTITUDES |  | * Optimistic and positive attitude |  |  |
|  |  | * Commitment to the highest standards |  |  |
|  |  | * Flexible approach |  |  |
| CONTRA-  INDICATIONS |  | * Difficulties in relationships with colleagues or other agencies |  |  |
|  |  | * Inability to work under pressure |  |  |
|  |  | * Poor attendance or punctuality |  |  |
|  |  | * Criminal convictions involving offences against children |  |  |