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| **PERSON SPECIFICATION - EXAM INVIGILATOR** |  |  |
| **Criteria** | **Essential** | **Important** | **Desirable** | **Measured** |
| **QUALIFICATIONS** |
| Written, Oral and Numeracy Skills | Y |   |   | Application/Certificate |
| **EXPERIENCE AND SKILLS** |
| Experience of busy work/school environment | Y |   |   | Application/Selection process |
| Experience of working with young people |   | Y |   | Selection process |
| Excellent organisational skills | Y |   |   | Selection process |
| A flexible approach to work | Y |   |   | Application/Selection process |
| Ability to work under pressure and in challenging situations |   | Y |   | Selection process |
| Accuracy and attention to detail | Y |   |   | Application/Selection process |
| Ability to work on own initiative and problem-solve but to judge when a decision is not yours to make | Y |   |   | Application/Selection process |
| Maintain authority over candidates yet relate to them |   | Y |   | Selection process |
| Ability to form sound relationships with colleagues in the team |   | Y |   | Selection process |
| Ability to work to predetermined instructions | Y |   |   | Selection process |
| Ability to work as part of a team or alone as necessary | Y |   |   | Selection process |
| Remain calm under pressure or during unexpected circumstances | Y |   |   | Application/Selection process |
| Ability to be firm but fair at all times | Y |   |   | Selection process |
| Common sense and intitiative | Y |   |   | Application/Selection process |
| **OTHER** |
| Physically fit, mobile and able to stand for lengthy periods, move swiftly and access all the various areas of the school | Y |   |   | Application/Selection process |
| Commitment to promoting and safeguarding the welfare of all staff and students | Y |   |   | Selection process |
| High degree of discretion in dealing with confidential information | Y |   |   | Selection process |
| Reliability and punctuality | Y |   |   | Application/Selection process |
| Ability to be diplomatic and tactful | Y |   |   | Selection process |
| Keen to undertake training and develop skills | Y |   |   | Application/Selection process |
| Committed to equal opportunities | Y |   |   | Application/Selection process |