

Exam Invigilator - Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	HOW TO IDENTIFY
Knowledge	<ul style="list-style-type: none"> Awareness of the importance of data protection, security and confidentiality 	<ul style="list-style-type: none"> Experience of working as an exam invigilator Experience of working in a school 	
Skills/Abilities	<ul style="list-style-type: none"> Excellent organisation skills Excellent communication skills Ability to observe and monitor Accuracy and attention to detail Ability to keep calm under pressure or during unexpected circumstances Ability to follow instructions/regulations Ability to judge when a decision is not yours to make Ability to be firm but fair at all times 		
Qualifications/Training	<ul style="list-style-type: none"> GCSE or equivalent 		
Personal Qualities	<ul style="list-style-type: none"> Professional Commitment to role Reliable and punctual Tactful Team player Able to work independently Able to work on own initiative Flexible approach to work Available in the months of May and June Able to relate to/enjoy working with young people 	<ul style="list-style-type: none"> Sense of humour 	