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| **Person Specification**:  **Job Title:** Examinations Invigilator  **Grade:** **B**  **Salary: £8.97 hourly rate** | | **E = Essential**  **D = Desirable** |
| **Responsible to**  **Job Purpose** | Examinations Officer  To be responsible for contributing to the effective and efficient running of all internal and external examinations.  Ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to at all times. |  |
| **Qualifications** | * A good level of general education required with appropriate levels of numeracy, literacy and ICT skills. | E |
| **Experience of:** | * Working within an educational establishment. * Previous experience of exam invigilation. * Experience of working with young people. | D  D  D |
| **Knowledge of:** | * Exam regulations and expectations. * School/educational procedures. * Supporting students with additional needs. | D  D  D |
| **Personal Qualities**  **The post holder should be:** | * To work under the overall guidance of the Examinations Officer. * Able to interpret regulations and work within a set of defined procedures. * Flexible and adaptable in his or her approach to the job. * Be reliable and punctual. * Able to relate and communicate well with young adults. * Enthusiastic and committed. * Good organisational skills. * Excellent interpersonal skills and the ability to communicate clearly and effectively with others. * Flexible approach to working patterns, including additional hours. * Be available for invigilation during busy examination periods, including December, May and June. | E  E  E  E  E  E  E  E  E  E |