**Exam Invigilator – Person Specification**

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|  | Essential | Desirable | Evidence |
| **Knowledge & Experience**   * A minimum of 5 GCSE’s (Grade A-C) or equivalent including English and Maths * Experience of working in a supervisory capacity * Experience of working with young people * Experience of working in an educational establishment |  |  | A/D  A/R  A/R  A/R |
| **Skills and Abilities**   * Ability to set and maintain high standards * Ability to prioritise task, manage time effectively and meet deadlines * Ability to cope with the pressure of a fragmented day * Ability to relate to and work with young people * Ability to keep calm under pressure or during unexpected circumstances * The ability to work with accuracy and attention to detail |  |  | A/R  R/I  R/I  R/I  R/I  R/I |
| **Personal Qualities**   * Proven interpersonal and communication skills to work effectively with adults and students * Cooperative, friendly and helpful * A positive ‘can do’ attitude * Excellent attendance record * Flexible approach to work * Ability to relate to candidates yet maintain an air of authority * Ability to communicate with candidates and members of staff clearly and accurately * Ability to work to predetermined instructions * Ability to work as part of a team or alone as necessary * Effective oral and written communication skills * Reliability and punctuality * Common sense and initiative * Must be available to work 3 days a week during exam season * Can be available for more than 3 days a week during the exam season |  |  | R/I  R/I  R  R/I  R/I  R/I  R/I  R/I  R/I  A/R/I  R/I  R/I  R/I  R/I  R/I |

1. Application; (I) Interview; (D) Documentation; (R) References