**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/DA/RA/RA/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/RR/IR/IR/IR/IR/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/IR/IRR/IR/IR/IR/IR/IR/IA/R/IR/IR/IR/IR/IR/I |

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