

PERSON SPECIFICATION

POST TITLE: Exam Invigilator

Essential	Desirable
	5 GCSEs or equivalent
	<ul style="list-style-type: none"> • Experience of office procedure • Experience of working within a school environment
<ul style="list-style-type: none"> • Accuracy and attention to detail. • 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 pre-determined instructions. • Calmness under pressure or during unexpected circumstances. • Ability to judge when a decision is not theirs to make. • Effective oral and written communication skills. • Firmness but fairness at all times. 	
<ul style="list-style-type: none"> • A flexible approach to work. • Ability to work as part of a team or alone as necessary. • Reliability and punctuality. • Common sense and initiative. 	