**Person Specification**

**Examination Invigilator**

*Our aim is to recruit highly talented and competent people, fully committed to the College’s aims and values. Below we have identified the qualifications, skills, experience and attributes ideally required for this post. Applicants need to demonstrate how well they meet this profile and/or their potential to develop to meet the requirements of the post. This will initially be assessed based on quality of application, and then, if shortlisted, based on a combination of relevant task(s) and interview(s).*

**Qualifications**

* Level 2 qualifications in literacy and numeracy

*Desirable:*

* *Qualified to at least level 3 or equivalent*
* *Holds a qualification or has attended training related to working with young people*

**Professional Skills & Experience**

* Previous experience in an educational environment or of working with young people
* Previous administrative experience and ability to understand and follow regulations
* A proactive and adaptable approach
* Able to deal calmly and professionally with unexpected or emergency situations
* Able to deal confidently and sensitively with students, including in a large group setting
* Good organisational skills
* Good communication, literacy and IT skills
* Accurate and attentive to detail
* Willingness to work hours flexibly

*Desirable:*

* *Previous experience of invigilation*

**Personal Skills & Attributes**

All staff are expected to demonstrate commitment to the college’s aims and values, including:

* Passionate about learning and its importance in life
* Having high expectations of self and others
* Honest, open, reflective and self-critical
* Doing one’s best, adapting well to change and always seeking to do better
* A supportive team worker
* Treating staff and students fairly and with respect, valuing their diverse contributions
* Fully committed to promoting & safeguarding welfare of children & young people

*Reviewed: Feb 19*