

PERSON SPECIFICATION

Title: Examination Invigilator
Dept: Exams
Line Manager: Exams Manager

SPECIFIC SKILLS, KNOWLEDGE AND ATTRIBUTES REQUIRED:

Key Requirements:

Effective oral communication in English	Essential
Punctuality	Essential
Reliability	Essential
Accuracy and attention to detail	Essential
GCSE/'O' Level in English and Maths at grade C or above	Desirable
Neat handwriting	Essential

Additional Requirements:

Ability to work effectively as part of a team	Essential
Common sense and fast thinking	Essential
Ability to relate effectively to staff and students	Essential
Ability to work under pressure to tight deadlines	Essential
Ability to remain standing still for long periods of time, walking about occasionally	Essential
Flexible approach to work	Essential
An appreciation of equal opportunities and issues	Essential
Ability to remain calm in all situations	Essential
An understanding of examination processes	Desirable

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to have a DBS check.