

**Person Specification**

**Exam Invigilator**

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| **Competence** | **Essential** | **Desirable** |
| ***Skills & Experience*** |  |  |
| An appreciation of school life and working with young people. |  | X |
| Effective oral/written communication skills. | X |  |
| Experience of leading a team. |  | X |
| Good organisational skills with strong attention to detail and accuracy. | X |  |
| Ability to deal with sensitive situations and maintain confidentially. | X |  |
| Basic numeracy skills in order to work out exam timings. | X |  |
| Ability to work effectively within a team and on own initiative. | X |  |
| Ability to take the lead, including delivering instructions to both other invigilators and a room full of students. | X |  |
| Ability to stay calm, work under pressure and to tight deadlines. | X |  |
| ***Personal Qualities*** |  |  |
| Reliable and punctual | X |  |
| Approachable and open manner, with ability to relate to academic staff and students. | X |  |
| Smart and professional in presentation | X |  |
| Patient and sensitive to others | X |  |
| A flexible, calm and adaptable approach to work. | X |  |