

# Examinations Invigilator



**ALEC REED ACADEMY**  
PROUD TO LEARN



## Knowledge, Qualifications and Experience

Essential:

- Pro-active self-starter with excellent communication skills
- Ability to work under pressure
- Flexible attitude, available to work at main examination times
- Ability to work on own initiative or as part of a team
- Reliable, conscientious and responsible
- Excellent communication, numeracy and literacy skills
- Committed to school life and building effective relationships with all members of the school community
- Ability to lead others and make informed decisions.

## Abilities and Interests

- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player
- Adaptability and contributor to changing circumstances and new ideas
- Ability to develop and maintain good professional relationships with students, staff and parents
- A willingness to become involved in wider Academy initiatives and activities
- The ability to work in a way that promotes the safety and wellbeing of children and young people