

## Person Specification – Examinations Invigilator

Factors	Essential	Desirable	Assessment Method
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training.</li> <li>GCSE C grade or higher (or equivalent) in Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A Level standard.</li> </ul>	Application Form Pre-employment checks Interview Process
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting.</li> <li>Understanding of examinations processes.</li> </ul>	Application Form Interview Process
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Effective communication skills both written and verbal.</li> <li>Excellent organisational skills and time management.</li> <li>Flexible approach to work.</li> <li>Ability to follow instructions.</li> <li>Able to remain calm under pressure or during unexpected circumstances.</li> <li>Ability to work effectively as part of a team or independently.</li> <li>Initiative and ability to problem solve.</li> <li>Attention to detail.</li> </ul>		Application Form Interview Process References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to support and make a contribution to the mission of the College.</li> <li>Reliable.</li> <li>Punctual.</li> <li>Tactful.</li> </ul>		Application Form Interview Process References
<b>Other</b>	<ul style="list-style-type: none"> <li>Be suitable to work with children and vulnerable adults and support the effective safeguarding of all young people throughout the College.</li> <li>Adhere to College policies and procedures e.g. Health &amp; Safety, Equality &amp; Diversity, Safeguarding etc.</li> </ul>		Application Form Interview Process