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### PERSON SPECIFICATION

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| **JOB TITLE** | **Exam Invigilator** |

The following areas are considered **essential:**

* Previous work in a professional environment
* Good standard of general education
* Effective oral/written communication skills
* Numeracy
* Accuracy and attention to detail
* Flexible approach to work
* Ability to relate to staff and students
* Ability to work under pressure and to tight deadlines
* Willingness to undertake appropriate training
* Reliable and punctual
* Integrity
* Good Health record
* Good Attendance record
* Pleasant Manner

The following areas are considered **desirable:**

* Previous experience in the education field
* Understanding of examination processes
* Self confidence
* Maturity