



SHEBBEAR COLLEGE

Person Specification – Examination Invigilator

The successful candidate will demonstrate the following attributes: -

Experience

It is **desirable** that the post holder has:

- Experience invigilating examinations
- Experience working with young people

Skills and Abilities

It is **essential** that the post holder has the following skills:

- Accuracy and attention to detail
- A flexible approach to work
- Ability to communicate with examination candidates and members of staff clearly and accurately
- Ability to work to predetermined instructions, guidelines and procedures effectively
- Ability to work as part of a team or alone as necessary
- Reliability and punctuality
- Ability to keep calm under pressure or during unexpected circumstances
- Common sense and initiative
- Effective oral and written communication skills
- Ability to maintain confidentiality and security of information
- Ability to relate well to young people and adults

It is **desirable** that the post holder has the following skills:

- Ability to relate to examination candidates and maintain an air of authority
- Ability to judge when a decision is not yours to make
- Ability to be firm but fair at all times

Additional Factors

It is **essential** that the post holder have:

- Commitment to equality and diversity
- A customer focussed attitude