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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training** | Good literacy and numeracy skills.  Clear commitment to continuous professional development to develop own skills and experience. |  | Application form |
| **2. Experience** |  | Previous experience of working as an invigilator or within an educational establishment. | Application form/Interview |
| **3. Skills** | Clear and persuasive communication skills, including the ability to negotiate effectively.  Excellent organisational skills. |  | Application form/Task/Interview |
| **4. Knowledge** | Understanding of examination processes and invigilation requirements or a willingness to learn.  Knowledge of school procedures or a willingness to learn. | IT literate  Knowledge of Joint Council for Qualification (JCQ) | Application form/Interview |
| **5.Management** | Able to show initiative with the ability to seek support and assistance where appropriate. |  |  |
| **6. Aptitude and Personal qualities** | Availability to work at some stage during the main exam season which runs from the start of May until the end of June.  Reliable and punctual.  Confident, enthusiastic, motivated and committed. |  |  |

**Person Specification – Examination Invigilator**