



PERSON SPECIFICATION

Job Title: Examination Invigilator

Working Hours: As and when required during internal and public examinations
Morning Sessions start at 8.15am
Afternoon Sessions start at 12.30pm

Accountable to: Examinations Manager

Experience

Experience of working in a school	Desirable
Invigilation experience	Desirable
Experience of working with young people	Desirable

Attitude / Approach

Excellent organisation skills and attention to detail	Essential
Working knowledge of examinations	Desirable
Able to form positive, professional and effective working relationships with colleagues, and to relate appropriately to candidates	Essential
Ability to work under pressure in a busy environment	Essential
Hard working and well-motivated with a positive outlook	Essential
Able to communicate effectively with candidates and other members of the examinations team	Essential
Reliable and good time-keeper	Essential