

Job Title: Exams Invigilator

Grade: Local Scale 5 (£8.19 per hour)

PERSON SPECIFICATION

	Essential	Desirable	Assessed
Qualifications <ul style="list-style-type: none"> • Good general standard of education. GCSE or equivalent in Maths and English • Willingness to undertake further training relevant to the post 	✓ ✓		App/Doc
Skills and Experience <ul style="list-style-type: none"> • Able to demonstrate good oral communication skills • Able to follow instructions efficiently • Able to function effectively as a team member • Ability to understand regulations and apply them calmly and fairly • Ability to remain calm under pressure 	✓ ✓ ✓ ✓ ✓		App/Ref/Int
Knowledge <ul style="list-style-type: none"> • Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. • Understanding of the context in which schools are operating. An understanding of Health and Safety issues relevant to the post. 	✓	✓	

	Essential	Desirable	Assessed
General Circumstances <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day to day situations 	✓		App/Int
Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 	✓		Med

App = Application Form
Test = Test
Int = Interview
Pre = Presentation

Doc = Documentary Evidence (e.g. Certificates)
Ref = Reference
Med = Medical Questionnaire