



**ST JAMES**

Senior Boys' School

### **PERSON SPECIFICATION: Exam Invigilator**

- Knowledge of the work of a school
- Ability to work in an organised and methodical manner
- Ability to work effectively as part of a team
- Ability to work independently
- Ability to lead, and on occasion to take sole responsibility for, examinations
- Ability to work in a discreet and sensitive manner
- Calm, friendly and approachable demeanor
- Previous experience as an Exam Invigilator
- Understanding of the JCQ rules and regulations
- Understanding of exam access arrangements
- A commitment to equal opportunities for students
- Professional attitude and appearance
- Excellent written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organisational skills
- Multitasking and time-management skills, with the ability to prioritise tasks effectively
- Reliability, and flexibility with regards to working hours
- Available during the dates and times as listed on the Job Description
- Customer service attitude