

**Person Specification for the post of:
Exam Invigilator**

	Essential	Method of assessment
Qualifications	Good Numeracy and Literacy skills	Application form
<u>Educational attainment</u>	Experience of working in a secondary (preferable) school or similar establishment	Application form
Work experience, knowledge, skills and aptitudes	<p>Excellent organisational skills</p> <p>A flexible approach to work</p> <p>Ability to work under pressure</p> <p>Accuracy and attention to detail</p> <p>Ability to work on own initiative and problem-solve</p> <p>Ability to relate to candidates yet maintain an air of authority</p> <p>Ability to communicate with candidates and members of staff clearly and accurately</p> <p>Effective oral and written communication skills</p> <p>Ability to work to predetermined instructions</p> <p>Ability to work as part of a team or alone as necessary</p> <p>Ability to keep calm under pressure or during unexpected circumstances</p> <p>Ability to be firm but fair at all times</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Other	<p>Reliability</p> <p>Punctuality</p> <p>Tactful and understands confidentiality</p> <p>Common sense and initiative</p> <p>Keen to undertake training and develop skills</p> <p>Committed to equal opportunities</p>	