

**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	Excellent organisational skills A flexible approach to work Ability to work under pressure Accuracy and attention to detail Ability to work on own initiative and problem-solve Ability to relate to candidates yet maintain an air of authority Ability to communicate with candidates and members of staff clearly and accurately Effective oral and written communication skills Ability to work to predetermined instructions Ability to work as part of a team or alone as necessary Ability to keep calm under pressure or during unexpected circumstances Ability to be firm but fair at all times	Application Form References Interview
Other	Reliability Punctuality Tactful and understands confidentiality Common sense and initiative Keen to undertake training and develop skills Committed to equal opportunities	