



## PERSON SPECIFICATION

### Lead Examinations Invigilator

Category	Essential	Desirable
<b>Qualifications</b>  GCSE English and Maths GCSE Grade C (or equivalent)	*	
<b>Experience</b>  Previous experience of working with young people  Previous experience of working in a school environment		*
<b>Skills</b>  Good interpersonal and communication skills  Ability to issue instructions to wide range of examination candidates in a confident manner  The ability to ensure students comply with examination regulations and conditions  Good organisational and time management skills  Ability to pay attention to detail  The ability to adapt and be flexible  Ability to keep calm and under pressure or during unexpected circumstances  Ability to work to predetermined instructions  Reliability and punctuality  The ability to invigilate for several hours at a time if required	*  *  *  *  *  *  *  *  *  *  *	

The ability to patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to monitor the conduct of students		
<p><b>Qualities &amp; aptitude</b></p> <p>Excellent communication skills, both oral and written</p> <p>Readiness to show sensitivity and flexibility to suit the circumstances at any given time.</p> <p>Resilience and stamina when faced with complex and demanding situations.</p> <p>Empathy for young people</p>	*	

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.**

**This post is exempt from the Rehabilitation of Offenders Act 1974.**