



PERSON SPECIFICATION

Lead Examinations Invigilator

Category	Essential	Desirable
Qualifications		
GCSE English and Maths GCSE Grade C (or equivalent)	*	
Experience		
Previous experience of working with young people		*
Previous experience of working in a school environment		*
Skills		
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 style="text-align: center;">Qualities & aptitude</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>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</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.**