



## PERSON SPECIFICATION

### Examination 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		*

<p style="text-align: center;"><b>Skills</b></p> <p>Good interpersonal and communication skills</p> <p>Ability to issue instructions to wide range of examination candidates in a confident manner</p> <p>The ability to ensure students comply with examination regulations and conditions</p> <p>Good organisational and time management skills</p> <p>Ability to pay attention to detail</p> <p>The ability to adapt and be flexible</p> <p>Ability to keep calm and under pressure or during unexpected circumstances</p> <p>Ability to work to predetermined instructions</p> <p>Reliability and punctuality</p> <p>The ability to invigilate for several hours at a time if required</p> <p>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>	<p style="text-align: center;">*</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> <p style="text-align: center;">*</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> <p style="text-align: center;">*</p>	
<p style="text-align: center;"><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>	<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.**

