



PERSON SPECIFICATION

Examination 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	*	
Qualities & aptitude		
Excellent communication skills, both oral and written	*	
Readiness to show sensitivity and flexibility to suit the circumstances at any given time	*	
Resilience and stamina when faced with complex and demanding situations	*	
Empathy for young people	*	

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.

