



PERSON SPECIFICATION

EXAMS 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

Together we are... Courageous, Innovative, Excellent