



Examinations Invigilator - Person Specification

Experience	Criteria	Assessment
Experience of working in a school setting	D	A/I

Knowledge and Skills	Criteria	Assessment
Strong presence	E	A/I
Good communication skills	E	A/I
Committed to ensuring excellent standards of behaviour at all times	E	A/I
Good team working skills	E	A/I
A proactive approach with attention to detail	E	A/I
Be flexible in the approach to their duties	E	A/I
Ability to work under pressure and meet deadlines	E	A/I

Personal Qualities	Criteria	Assessment
Highly motivated and self-reliant and ability to use own initiative	E	I
Enthusiastic, innovative, forward-looking and committed	E	I
Personal impact and presence which inspires others	E	I
Tenacious and able to pursue matters to a close	E	I
Excellent organisational and planning skills including the ability to be flexible in order to achieve targets.	E	A/I
Creative approach to problem solving	E	A/I
Excellent interpersonal skills and professional demeanour in all contexts	E	I
Ability to be reflective and self-critical	E	A/I
Ability to display calmness under pressure; but remain focussed	E	I
Willingness to support colleagues	E	A/I
High expectations of self, students and colleagues	E	A/I

Criteria Key

- E** Essential
- D** Desirable

Assessment Key

- A** Application Form
- I** Interview