

## Examinations Invigilator Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview, you may be asked to undertake practical tests to cover the skills and abilities listed below.

Key A – application C – certificate I – interview	Essential	Desirable	Evidence See key
<b>Qualifications and Experience</b>			
GCSEs (or equivalent) with grade C or above in English and Maths Experience	✓		A/I
Experience working as an invigilator within a school environment		✓	A/I
<b>Personal Qualities</b>			
Ability to establish good working relationships and to work effectively as part of a team	✓		A/I
Effective communications skills with young people and adults	✓		A/I
Enthusiastic, hard-working, committed, flexible and resilient	✓		A/I
Ability to follow verbal and written procedures to carry out tasks	✓		A/I
Excellent interpersonal skills	✓		A/I
Ability to self-evaluate learning needs and willingness to participate in development and training opportunities	✓		A/I
Meticulous attention to detail	✓		A/I
Reliable	✓		A/I
Flexible with regard to working hours	✓		A/I
High degree of confidentiality	✓		A/I
Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection	✓		A/I
Show respect and promote the School's CHARACTER values	✓		A/I