



PERSON SPECIFICATION

Examinations Invigilator

	Essential criteria	Desirable criteria
Key Skills and Abilities	<ul style="list-style-type: none"> • Ability to demonstrate accuracy and attention to detail • Ability to relate to candidates yet maintain an air of authority • Ability to communicate with candidates and members of staff clearly and accurately • Able to converse at ease with candidate and provide advice in accurate spoken English • Ability to work as part of a team or alone as necessary • Ability to demonstrate effective oral and written communication skills • Ability to act on own initiative, dealing with any unexpected problems that arise 	
Knowledge		<ul style="list-style-type: none"> • A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) • A sound knowledge of the roles of the JCQ and Awarding Bodies <p>A sound knowledge of the school's examination policy and procedures</p>
Experience		<ul style="list-style-type: none"> • Previous experience of invigilating examinations in a school environment.
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate a flexible approach to work • Reliable and punctual • Ability to keep calm under pressure or during unexpected circumstances • Ability to take initiative • Ability to be firm but fair at all times • Willingness to participate in in-house training for the role • Ability to maintain confidentiality 	