



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.	*	

<p>The ability to invigilate for several hours at a time if required.</p> <p>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.</p>	<p>*</p> <p>*</p>	
<p style="text-align: center;">QUALITIES & APTITUDE</p> <p>Excellent communication skills, both oral and written.</p> <p>Readiness to show sensitivity and flexibility to suit the circumstances at any given time.</p> <p>Resilience and stamina when faced with complex and demanding situations.</p> <p>Empathy for young people</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	

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