

PERSON SPECIFICATION - EXAM INVIGILATOR				
Criteria	Essential	Important	Desirable	Measured
QUALIFICATIONS				
Written, Oral and Numeracy Skills	Y			Application/Certificate
EXPERIENCE AND SKILLS				
Experience of busy work/school environment	Y			Application/Selection process
Experience of working with young people		Y		Selection process
Excellent organisational skills	Y			Selection process
A flexible approach to work	Y			Application/Selection process
Ability to work under pressure and in challenging situations		Y		Selection process
Accuracy and attention to detail	Y			Application/Selection process
Ability to work on own initiative and problem-solve but to judge when a decision is not yours to make	Y			Application/Selection process
Maintain authority over candidates yet relate to them		Y		Selection process
Ability to form sound relationships with colleagues in the team		Y		Selection process
Ability to work to predetermined instructions	Y			Selection process
Ability to work as part of a team or alone as necessary	Y			Selection process
Remain calm under pressure or during unexpected circumstances	Y			Application/Selection process
Ability to be firm but fair at all times	Y			Selection process
Common sense and initiative	Y			Application/Selection process
OTHER				
Physically fit, mobile and able to stand for lengthy periods, move swiftly and access all the various areas of the school	Y			Application/Selection process
Commitment to promoting and safeguarding the welfare of all staff and students	Y			Selection process
High degree of discretion in dealing with confidential information	Y			Selection process
Reliability and punctuality	Y			Application/Selection process
Ability to be diplomatic and tactful	Y			Selection process
Keen to undertake training and develop skills	Y			Application/Selection process
Committed to equal opportunities	Y			Application/Selection process