

| <b>PERSON SPECIFICATION - EXAM INVIGILATOR</b>  |                  |                  |                  |                               |
|---|------------------|------------------|------------------|-------------------------------|
| <b>Criteria</b>   | <b>Essential</b> | <b>Important</b> | <b>Desirable</b> | <b>Measured</b>               |
| <b>QUALIFICATIONS</b>   |                  |                  |                  |                               |
| Good standard of Written, Oral and Numeracy Skills  | Y                |                  |                  | Application/Certificate       |
| <b>EXPERIENCE AND SKILLS</b>  |                  |                  |                  |                               |
| 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 |
| <b>OTHER</b>  |                  |                  |                  |                               |
| 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 |

