

Person specification

Exam Invigilator

Attributes	Essential	Desirable	How identified
Qualifications	<p>Good general standard of education.</p> <p>Grade 4/C or above in English GCSE or equivalent.</p>		A/I/Q
Experience	<p>Experience of delivering to deadlines and achieving set targets to a high standard</p> <p>Experience of allocating and prioritising workload effectively to gain maximum productivity</p>	<p>Experience of working in a school environment</p> <p>Experience of working with confidential information</p> <p>Prior experience in a similar role</p>	A/I
Knowledge and skills	<p>IT Skills including Microsoft Word and Outlook</p> <p>Excellent planning and organisational skills</p> <p>Ability to work independently to organise own workload</p> <p>Strong interpersonal skills</p> <p>Highly motivated individual with an innovative approach</p> <p>Problem solving and analytical Skills</p> <p>Ability to demonstrate engaging oral and written communication</p>	<p>An understanding of examination processes</p> <p>Awareness of current issues in Education</p>	A/I
Character	<p>Must be able to respect confidentiality.</p> <p>Ability to make effective decisions</p> <p>Ability to work accurately and methodically</p> <p>Excellent time management</p> <p>Ability to remain calm under pressure</p>		A/I



Attributes	Essential	Desirable	How identified
	<p>Able to work on own initiative with little supervision at times.</p> <p>Must be assertive and proactive.</p> <p>Able to be flexible and versatile, adapting to change effectively.</p> <p>Good team player</p> <p>Punctual and reliable</p> <p>Willingness to undertake further training</p> <p>Commitment to safeguarding and promoting the welfare of children</p>		

Key

A = Application

I = Interview

Q = Qualification certificates