

## Person Specification EXAMS INVIGILATOR

*All criteria are essential.*

Attributes	Description
<b>Qualifications, Knowledge, Training &amp; Experience</b>	<ol style="list-style-type: none"> <li>1. GCSE C or above, in English and Maths, or equivalent</li> <li>2. Knowledge of Microsoft software packages and basic IT Skills</li> <li>3. First aid training (or willingness to complete it)</li> </ol>
<b>Personal Skills &amp; Qualities</b>	<ol style="list-style-type: none"> <li>4. Be reliable, flexible and readily available during main examination periods</li> <li>5. Good verbal and written communication skills and good interpersonal skills</li> <li>6. Ability to work effectively with other adults internally within the school</li> <li>7. Good self-organisational skills</li> <li>8. Good planning skills to support the student within the relevant curriculum requirements</li> <li>9. Ability to give instructions and manage situations involving different groups of people</li> <li>10. Ability to plan and manage own time effectively</li> <li>11. Ability to work effectively under pressure and remain calm</li> <li>12. Ability to follow instructions accurately</li> <li>13. Ability to deal with unexpected problems</li> <li>14. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management</li> <li>15. Working with children or young people</li> <li>16. Working and collaborating within a team</li> </ol>
<b>General</b>	<ol style="list-style-type: none"> <li>17. Demonstrate a commitment to equality</li> <li>18. Understanding of Health &amp; Safety</li> </ol>

	<p>19. Understand and implement child protection procedures</p> <p>20. Understand procedures and legislation relating to confidentiality</p> <p>21. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications</p>
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