A picture containing logo

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**PERSON SPECIFICATION**

**POST TITLE:** Exam Invigilator

**GRADE:** £13.05 per hour

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| **Experience** | Previous experience of working within a school or similar setting would be beneficial |
| **Practical Skills** | * Good literacy and numeracy skills * Excellent communication skills * Excellent timekeeping * Ability to relate well to children and adults |
| **Personal Qualities & Attributes** | * Reliable and punctual * Polite and friendly with a flexible approach to work * Excellent organisational skills * Accuracy and attention to detail * Ability to work on own initiative and problem-solve * Ability to relate to candidates * Ability to communicate with candidates and members of staff clearly and accurately * Effective oral and written communication skills * Ability to keep calm under pressure or during unexpected circumstances * Ability to be firm but fair at all times * Awareness of the importance of confidentiality * Committed to equal opportunities * Willingness to complete relevant training |