

**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
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| **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
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