**Person Specification – Exam Invigilator**

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|  | **Essential** | **Desirable** |
| Qualifications and experience |
| GCSE Maths and English grade C or equivalent | X |  |
| Good standard of written and spoken English | X |  |
| Experience of working in a busy environment | X |  |
| Experience of working with a confidential workload | X |  |
| Experience of working in a Secondary education setting and previous experience of the role |  | X |
| Knowledge and skills |
| Excellent communication and interpersonal skills | X |  |
| Good organisational and time management skills | X |  |
| Demonstrable ability to prioritise & multitask | X |  |
| Ability to work independently as well as part of a team  | X |  |
| Ability to effectively follow procedures within specified timelines | X |  |
| Accuracy and attention to detail | X |  |
| Good IT skills  | X |  |
| Able to maintain the confidentiality of information | X |  |
| Previous experience of working in a team environment |  | X |
| Personal qualities |
| Able to demonstrate a flexible approach to work | X |  |
| Ability to be firm and fair at all times | X |  |
| Proactive with the ability to react positively to unexpected circumstances  | X |  |
| A diplomatic and patient approach | X |  |
| Willingness to undertake training | X |  |