

Person specification

CRITERIA	QUALITIES
Qualifications and training	GCSE English and maths at a grade C or equivalent
Experience	<ul style="list-style-type: none"> • Work in a school/college or administration environment • Managing the administration of examinations • Work with confidential and/or sensitive materials • Managing other members of staff, such as invigilators • Managing time and workload to meet deadlines. • Using a management information system (MIS) • Working with data sets • Working with awarding bodies and regulatory organisations, e.g., JCQ • Complying with statutory regulations set by external bodies.
Skills and knowledge	<ul style="list-style-type: none"> • High standard of communication (verbal and written) • Polite and effective interpersonal skills • Competent with common IT systems, e.g., Microsoft Office, MIS • Data analysis • Time management and planning • Ability to work flexibly and quickly under pressure. • Ability to work across multiple projects and deadlines. • Ability to follow policies and procedures set by the school and external agencies
Personal qualities	<ul style="list-style-type: none"> • Organised • Ability to keep calm under pressure. • Ability to work well in a team, and independently. • Confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times. • be reliable, flexible and readily available during main exam periods • have effective communication skills and good interpersonal skills working well as part of a team • be confident and a reassuring presence to candidates in exam rooms • be able to give instructions and manage situations involving different groups of people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: August 2024

Next review date: August 2027