

Person Specification

Exams Invigilators

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs or equivalent, including Maths and English 	<ul style="list-style-type: none"> NVQ level 2 in business administration or equivalent
Experience	<ul style="list-style-type: none"> Working in an administration environment Completing tasks to deadlines Dealing with confidential matters 	
Knowledge and Skills	<ul style="list-style-type: none"> Manage and maintain the integrity and confidentiality of the exams system Communicate clearly and concisely both orally and in writing (high standard of verbal and written communication skills) Effective interpersonal skills working with a range of internal and external stakeholders Work with a high degree of accuracy Work well under pressure Work flexibly Work without close supervision Work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements) Follow relevant policies, procedures and regulation to complete work Adapt quickly to changes to regulations and processes Deal with enquiries in a professional and sensitive manner Commit to safeguarding and promoting the welfare of young people Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent Knowledge of the data protection Act 2018 and GDPR as they apply in the UK
Personal Qualities	<ul style="list-style-type: none"> Honesty Integrity Calmness under pressure Maintains a positive outlook in work Self-motivated 	