



PERSON SPECIFICATION
LEAD EXAMINATIONS INVIGILATOR

<u>ASSESSMENT METHOD</u>	<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Application form/interview	Previous experience of working in a supervisory position	Y	
Application form/interview	Previous experience of working within a school environment	Y	
Application form/interview	Accuracy and attention to detail	Y	
Application form/interview	A flexible approach to work	Y	
Application form/interview	Ability to relate to candidates yet maintain an air of authority	Y	
Application form/interview	Ability to communicate clearly and accurately	Y	
Application form/interview	Ability to work to pre-determined instructions	Y	
Application form/interview	Ability to work as part of a team or alone as necessary	Y	
Application form/interview	Reliability and punctuality	Y	
Application form/interview	Ability to keep calm under pressure or during unexpected circumstances	Y	
Application form/interview	Effective oral and written communication skills	Y	
Application form/interview	Ability to be fair but firm at all times	Y	