



Examinations Invigilator – Person Specification

Experience	Essential	Desirable	Assessment
Experience of working in a school setting		✓	A/I

Knowledge, Skills & Qualities	Essential	Desirable	Assessment
Strong presence	✓		A/I
Committed to ensuring excellent standards of behaviour at all times	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Excellent organisational skills	✓		A/I
Excellent communication skills	✓		A/I
Be a confident and reassuring presence to candidates during exams	✓		A/I
High expectations of student achievement conduct and behaviour	✓		A/I
Excellent role model for staff and students	✓		I

Personal Qualities	Essential	Desirable	Assessment
Highly motivated and self-reliant	✓		A/I
Positive and energetic approach towards work	✓		I
Tenacious and able to pursue matters to a close	✓		I
High level oral and written communication	✓		A
Excellent interpersonal skills and professional demeanour in all contexts	✓		I
Ability to be reflective and self-critical	✓		I
Calm and focussed under pressure	✓		A/I
High standards of professionalism, confidentiality and discretion	✓		A/I
Reliable with an excellent record of attendance, punctuality and flexibility when required	✓		A/I

Assessment Key: I - Interview A - Application Form