**Person specification**

**Exam Invigilator**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | Good general standard ofeducation.Grade 4/C or above in EnglishGCSE or equivalent. |  | A/I/Q |
| Experience | Experience of delivering todeadlines and achieving settargets to a high standardExperience of allocating andprioritising workload effectively to gain maximum productivity | Experience of working in a school environmentExperience of working with confidential informationPrior experience in a similar role | A/I |
| Knowledge and skills | IT Skills includingMicrosoft Word and OutlookExcellent planning andorganisational skillsAbility to work independently toorganise own workloadStrong interpersonal skillsHighly motivated individual withan innovative approachProblem solving and analyticalSkillsAbility to demonstrate engagingoral and written communication | An understanding ofexamination processesAwareness of current issues in Education | A/I |
| Character | Must be able to respectconfidentiality.Ability to make effective decisionsAbility to work accurately andmethodicallyExcellent time managementAbility to remain calm underpressureAble to work on own initiative with little supervision at times.Must be assertive and proactive.Able to be flexible and versatile,adapting to change effectively. Good team playerPunctual and reliableWillingness to undertake furthertrainingCommitment to safeguardingand promoting the welfare ofchildren |  | A/I |

Key

A = Application

I = Interview

Q = Qualification certificates