

Person Specification

Examination Invigilator



Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Qualifications/Training			
Educated to Level 2 (GCSE or equivalent)	E		A
Basic IT skills (use of IT in a work-based setting)		D	A, I
Experience			
Experience of working with young people.		D	A, I
Experience of working with students in an educational environment		D	A, I
Specific Aptitude			
Able to work as part of a team and build relationships with staff	E		A, I, R
Ability to adhere to written procedures and policies	E		A, I, R
Able to remain calm under pressure and to respond positively in the face of challenges	E		A, I, R
The ability to get on well with students and to be an advocate for young people	E		A, I, R
Able to reliable, flexible and readily available during the summer exam season (May-June) and mock exams (beginning of January)	E		A, I
Ability to stand/walk for extended periods time and ability to respond quickly in an emergency evacuation.	E		I
Knowledge/Understanding			
An understanding of the examination process, including dealing with minor behaviour issues or breaches of the examination regulations		D	A, I
Demonstrate knowledge of the work environment and issues of health and safety		D	A, I
Demonstrate knowledge of how the school operates and the need for discretion and confidentiality		D	A, I
Good interpersonal skills and the ability to communicate effectively orally		D	A, I
The ability to motivate young people		D	A, I
Good organisational skills		D	A, I