



PERSON SPECIFICATION

EXAMINATIONS INVIGILATOR

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Basic understanding of exam rules and procedures	<ul style="list-style-type: none">• Knowledge of examination board rules and regulations• An understanding of examination processes• Knowledge of school behavioural policies
Experience	<ul style="list-style-type: none">• Experience of working in a school setting• Experience of invigilating examinations/tests
Occupational Skills <ul style="list-style-type: none">• Good interpersonal and communication skills• Accuracy and attention to detail• Flexible• Reliable and punctual• Ability to work calmly under pressure• Ability to make decisions quickly• Observational skills	
Qualifications <ul style="list-style-type: none">• Good general standard of education• Good literacy and numeracy skills• The ability to converse at ease with students and staff, and provide advice in accurate spoken English is essential for the post.	