**Person specification**

**Exam Invigilator**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | Good general standard of  education.  Grade 4/C or above in English  GCSE or equivalent. |  | A/I/Q |
| Experience | Experience of delivering to  deadlines and achieving set  targets to a high standard  Experience of allocating and  prioritising workload effectively to gain maximum productivity | Experience of working in a school environment  Experience of working with confidential information  Prior experience in a similar role | A/I |
| Knowledge and skills | IT Skills including  Microsoft Word and Outlook  Excellent planning and  organisational skills  Ability to work independently to  organise own workload  Strong interpersonal skills  Highly motivated individual with  an innovative approach  Problem solving and analytical  Skills  Ability to demonstrate engaging  oral and written communication | An understanding of  examination processes  Awareness of current issues in Education | A/I |
| Character | Must be able to respect  confidentiality.  Ability to make effective decisions  Ability to work accurately and  methodically  Excellent time management  Ability to remain calm under  pressure  Able 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 player  Punctual and reliable  Willingness to undertake further  training  Commitment to safeguarding  and promoting the welfare of  children |  | A/I |

Key

A = Application

I = Interview

Q = Qualification certificates