

## PERSON SPECIFICATION

### Exams Invigilator

Criteria	E/D	A/I
<b>Qualifications</b>		
Good standard of Literacy and Numeracy	E	A/I
Good standard of ICT skills	E	A/I
GCSE Maths and English Grade 4 (C) or above	E	A/I
<b>Experience</b>		
Experience working as an invigilator in a school environment	D	A/I
<b>Skills</b>		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	A/I
Ability to co-operate and collaborate with school staff	E	A/I
Effective communication skills with young people and adults	E	A/I
Ability to follow written procedures to carry out tasks	E	A/I
Meticulous attention to detail	E	A/I
<b>Personal Qualities</b>		
High level of confidentiality	E	A/I
Reliable	E	A/I
Flexible over working hours	E	A/I

E = Essential requirement of the role      A = Assessed via the application form      P = Presentation  
 D = Desirable requirement of the role      I = Assessed at Interview                      T = Task