

Person Specification – Examinations Invigilator

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	- Willingness to undertake relevant training. - GCSE C grade or higher (or equivalent) in Maths and English.	Educated to A Level standard.	Application Form Pre-employment checks Interview Process
Experience/Knowledge	Understanding of confidentiality.	- Experience of working in an educational setting. - Understanding of examinations processes.	Application Form Interview Process
Skills and Abilities	- Effective communication skills both written and verbal. - Excellent organisational skills and time management. - Flexible approach to work. - Ability to follow instructions. - Able to remain calm under pressure or during unexpected circumstances. - Ability to work effectively as part of a team or independently. - Initiative and ability to problem solve. - Attention to detail.		Application Form Interview Process References
Personal Qualities	- Able to support and make a contribution to the mission of the College. - Reliable. - Punctual. - Tactful.		Application Form Interview Process References
Other	- Be suitable to work with children and vulnerable adults and support the effective safeguarding of all young people throughout the College. - Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc.		Application Form Interview Process