



**Examinations Invigilator: Person Specification**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	Educated to GCSE A* - C (or equivalent) in English and Maths.
<b>Experience</b>	Working in a school/college or administration environment Working with confidential and/or sensitive materials Working closely with other members of staff, such as an invigilator team Managing time and workload to meet deadlines Complying with statutory regulations set by external bodies
<b>Skills and knowledge</b>	High standard of communication (verbal and written) Polite and effective interpersonal skills Ability to establish positive relationships with students and colleagues Competent with common IT systems, e.g. Microsoft Office Demonstrable administrative and organisational skills Time management and planning Ability to work flexibly and quickly under pressure Ability to follow policies and procedures set by the school and external agencies Knowledge of examination regulations
<b>Personal qualities</b>	Organised Ability to keep calm under pressure Ability to work well in a team, and independently Ability to work flexibly and multi-task Trustworthiness and integrity Ability to form and maintain appropriate relationships and personal boundaries with children and young people that allow them to achieve their highest potential Ability to engender confidence in young people A warm, friendly, and patient manner Discipline and time management skills A belief in the value of others A willingness to learn new skills and approaches and to share experiences with others A sense of humour
<b>General</b>	Demonstrate a commitment to equality Demonstrate understanding of Health and Safety at work Understand and carryout Child Protection procedures Understand procedures and legislation relating to confidentiality and data protection CPD – be prepared to develop and learn in the role