



PERSON SPECIFICATION

JOB TITLE: Exam 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 customers and provide advice in accurate spoken English is essential for the post.	