

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 | |

NB – Assessment criteria for recruitment will be notified separately.