

# **PERSON SPECIFICATION**

**JOB TITLE:** Exam Invigilator

**DEPARTMENT:** Timetabling, Registers, Data and Examinations

## **Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

<b>Criteria</b>	<b>Essential</b> √	<b>Desirable</b> √
<b>Skills and Abilities</b>		
1. Able to work accurately and pay attention to detail at all times.	√	
2. Creative approach to problem solving: proactive & positive	√	
3. Able to communicate effectively with staff and exam candidates.	√	
4. Good communicator and team worker	√	
5. Able to work under pressure.	√	
6. Able to empathise with exam candidates while maintaining authority and preserving exam conditions.	√	
<b>Experience</b>		
1. Working in a College or school.		√
2. Working in a pressured environment.	√	
<b>Education / Qualification</b>		
1. Educated to Level Two or equivalent	√	
<b>Other</b>		
1. IT Competent	√	
2. Experience of exam environment.		√
3. Have good organisational skills.	√	
4. Able to work as a member of a team and alone.	√	
5. Able to follow instructions.	√	

6. Candidates will take responsibility for safeguarding and promoting the welfare of children and will therefore be suitable to work with children.	√	
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