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| **Person Specification - Invigilator** |
| **Category** | **Essential** | **Desirable** | **Where identified** |
| **Application** | * Good standard of written English
 |  | * application form
* references
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| **Qualifications** |  | * Achieved at least GCSE Level
 | * application form
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| **Experience** | * Experience of busy work or school environment
 | * Experience of working in a secondary school
 | * application form
* references
* interview
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| **Knowledge & Understanding** |  | * Some knowledge of examination matters
 | * application form
* references
* interview
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| **Skills** | * Excellent organisational skills
* A flexible approach to work
* Ability to work under pressure
* Accuracy and attention to detail
* Ability to work on own initiative and problem-solve
* Ability to relate to candidates yet maintain an air of authority
* Ability to communicate with candidates and members of staff clearly and accurately
* Ability to work to predetermined instructions
* Ability to work as part of a team or alone as necessary
* Ability to judge when a decision is not yours to make
* Ability to be firm but fair at all times
 |  | * application form
* references
* interview
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| **Personal Attributes** | * Effective oral and written communication skills
* Ability to keep calm under pressure or during unexpected circumstances
 | * sense of humour
* resilience
* ability to work under pressure
 | * application form
* references
* interview
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| **Safeguarding & Promoting the Welfare of Young People** | * to understand the need for safeguarding and promoting the welfare of young people
* to work as part of a team and share any concerns with appropriate colleagues
 | * to have knowledge of the vulnerability of young people
* to have knowledge of some of the signs and symptoms of neglect and abuse
 | * references
* interview
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