

# **PERSON SPECIFICATION**

**JOB TITLE:** Exam Invigilator

**DEPARTMENT:** Exams

## **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><br>✓ | <b>Desirable</b><br>✓ |
|-------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| <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. Demonstrates initiative and excellent decision-making skills                                       | ✓                     |                       |
| 7. Able to empathise with exam candidates while maintaining authority and preserving exam conditions. | ✓                     |                       |
| 8. Experienced with Microsoft applications and able to troubleshoot basic hardware / software issues. | ✓                     |                       |
| <b>Experience</b>                                                                                     |                       |                       |
| 9. Previous experience of Invigilation                                                                |                       | ✓                     |
| 10. Working in an education establishment                                                             |                       | ✓                     |
| 11. Working in a high-pressure environment.                                                           | ✓                     |                       |
| <b>Education / Qualification</b>                                                                      |                       |                       |
| 12. Educated to Level Two or equivalent                                                               | ✓                     |                       |
| <b>Other</b>                                                                                          |                       |                       |
| 13. Available in the evenings                                                                         |                       | ✓                     |
| 14. Experience with exam environment or processes                                                     |                       | ✓                     |
| 15. Have good organisational skills.                                                                  | ✓                     |                       |

|                                                                                                                                                      |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| 16. Ability to work both alone and in a team.                                                                                                        | ✓ |  |
| 17. Able to follow instructions.                                                                                                                     | ✓ |  |
| 18. Candidates will take responsibility for safeguarding and promoting the welfare of children and will therefore be suitable to work with children. | ✓ |  |