



Examinations Invigilator Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Examinations Invigilator** post to the high standard required. When you complete the application form please illustrate that you have the capacity to undertake the roles described in the job description by giving examples of your achievements to date and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Experience and Knowledge	<ul style="list-style-type: none"> ■ Of interaction with children /pupils / students 	<ul style="list-style-type: none"> ■ Previous experience of supervising examinations
Skills/Abilities	<ul style="list-style-type: none"> ■ Good communication skills ■ Ability to work as part of a team and independently ■ Ability to take the initiative ■ Recognised competence in literacy and numeracy 	
Personal characteristics	<ul style="list-style-type: none"> ■ Tactful and diplomatic ■ Alert and Attentive ■ Pleasant manner, calm and approachable ■ Smart appearance ■ Willing to be available for work, sometimes at short notice ■ Punctual ■ Be trustworthy and of good character ■ Be a good role model to pupils 	