

# Examination Invigilator

## Person Specification

Reporting to: Exams Manager

Hours of work: By negotiation

### Essential:

- Availability during exam periods
- Good rapport with young people
- Confidence and a calm and reassuring presence
- Attention to detail and ability to work under pressure
- Ability to prioritise and organise work effectively
- Excellent verbal and written communication skills
- Ability to work as part of a team
- Good numeracy and literacy skills
- Flexibility
- Integrity and discretion

### Desirable:

- Experience of working in a school environment
- Experience of invigilating examinations or reading / scribing for students
- Ability to lead a team and to direct and co-ordinate the work of others
- Understanding of policies and procedures relating to child protection and examinations
- Good IT skills and general confidence with using computers