

Exams Invigilator Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Good standard of general education	✓		A/I
Commitment to personal/professional development	✓		A/I

Experience	Essential	Desirable	Assessment
Experience of invigilating examinations		✓	A/I
Experience of working as part of a team	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Knowledge and understanding of the processes involved with public examinations		✓	A/I

Teaching and Learning	Essential	Desirable	Assessment
Ability to raise achievement for all		✓	A/I
Committed to ensuring excellent standards of behaviour at all times	✓		A/I
Excellent communication skills	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Excellent role model for staff and students	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues		✓	A/I
Enthusiastic and committed		✓	A/I
Open-mindedness		✓	A/I
A forward-thinking approach		✓	A/I
Excellent interpersonal skills		✓	A/I
Display calmness under pressure		✓	A/I
Willingness to take on other roles and responsibilities within the department		✓	A/I

Assessment Key

- A Application Form
- I Interview