

Person Specification

Examinations Invigilator

	Essential	Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> • Experience of busy work/school environment 	<ul style="list-style-type: none"> • Previous work experience in a customer facing role
Knowledge/ Skills	<ul style="list-style-type: none"> • 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 • Effective oral and written communication skills • Ability to work to predetermined instructions • Ability to work as part of a team or alone as necessary • Ability to keep calm under pressure or during unexpected circumstances • Ability to judge when a decision is not yours to make • Ability to be firm but fair at all times 	<ul style="list-style-type: none"> • Ability to communicate both orally and in writing at all levels