

## PERSON SPECIFICATION - INVIGILATOR

CRITERIA	ESSENTIAL (E)	DESIRABLE (D)	METHOD OF ASSESSMENT
	E	D	Application - A Interview - I References - R
Proven experience of working in a busy, pressurised environment		✓	A, I, R
Experience of providing direct support to students, visitors and/or parents		✓	A, I, R
Experience of working in an educational environment		✓	A, I, R
Ability to work on own initiative	✓		A, I, R
Ability to understand and adhere to regulations set out for the conduct of examinations by the JCGQ	✓		A, I, R
Ability to supervise candidates with due vigilance during the examinations	✓		A, I, R
Ability to deal with any immediate problems or emergencies according to the examination centre/school policies or procedures in accordance with examination regulations	✓		A, I, R
High level of accuracy and attention to detail	✓		A, I, R
Ability to respond to any questions from candidates about process and procedures	✓		A, I, R
Ability to maintain the security of examination papers, materials and candidate scripts whilst in the invigilator's possession	✓		A, I, R
High level of confidentiality	✓		A, I, R
Enthusiastic and cheerful	✓		I
Available for work during May and June	✓		A, I, R
High level of trust and integrity	✓		A, I, R
Excellent Inter-communication Skills	✓		A, I, R
Fully support the school's ethos and Mission Statement	✓		I