



EXAMINATIONS INVIGILATOR - PERSON SPECIFICATION

Essential	Evidence
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to administer and follow strict instructions and procedures. • The ability to explain clearly examination procedure and rules to candidates. • Accuracy and attention to detail. • Observant in relation to the actions of candidates. • Ability to relate well to pupils and other staff. • Well organised. • Ability to maintain a balance between authority and reassurance to pupils. 	<p>Application & Interview</p>
<p>Qualifications and Training</p> <ul style="list-style-type: none"> • Willingness to undertake appropriate training, as required. 	<p>Application & Interview</p>
<p>Other Factors</p> <ul style="list-style-type: none"> • To work in support of the ethos of the school. • Normal levels of sight and hearing. • The ability and willingness to work flexibly • Relevant safeguarding clearance for regulated activity 	<p>Interview & DBS check</p>