

Exam Invigilator PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Education & Qualifications	<ul style="list-style-type: none"> ▪ Educated to a good standard of education, particularly in numeracy and literacy 		AF
Skills, abilities and experience	<ul style="list-style-type: none"> ▪ Ability to work to tight deadlines ▪ Accuracy and attention to detail 		AF INT RF
Professional Development	<ul style="list-style-type: none"> ▪ Demonstrable commitment to own continued professional development by undertaking any training required to fulfil the role. 		AF INT RF
Other skills and attributes	<ul style="list-style-type: none"> • To work independently on own initiatives. • High level communication skills and an effective listener. • Resilient, adaptable and able to manage challenges and opportunities. • Ability to 'think on your feet' under pressure. • Committed to equal opportunities for all. • Positive thinking and a flexible 'can-do' attitude which inspires confidence and optimism. • Ability to maintain confidentiality at all levels • Ability to relate well to Academy staff and candidates of all abilities. 		AF INT RF
Disposition	<ul style="list-style-type: none"> ▪ To make decisions ▪ Able to work independently or as part of a team 		AF INT RF