

PERSON SPECIFICATION
EXAMS INVIGILATOR

Category	Essential	Desirable
QUALIFICATIONS		
GCSE English and Maths GCSE Grade C (or equivalent)	*	
EXPERIENCE		
Previous experience of working with young people		*
Previous experience of working in a school environment		*
SKILLS		
Good interpersonal and communication skills	*	
Ability to issue instructions to wide range of examination candidates in a confident manner.	*	
The ability to ensure students comply with examination regulations and conditions.	*	
Good organisational and time management skills.	*	
Ability to pay attention to detail.	*	
The ability to adapt and be flexible.	*	
Ability to keep calm and under pressure or during unexpected circumstances.	*	
Ability to work to predetermined instructions.	*	
Reliability and punctuality.	*	
The ability to invigilate for several hours at a time if required.	*	
The ability to patrol the examination room on a regular basis and to stand for short periods of time. This is necessary to monitor the conduct of students.	*	

QUALITIES & APTITUDE		
Excellent communication skills, both oral and written.	*	
Readiness to show sensitivity and flexibility to suit the circumstances at any given time.	*	
Resilience and stamina when faced with complex and demanding situations.	*	
Empathy for young people	*	

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All