PERSON PROFILE

POST TITLE: **Exam Invigilator**	Essential	Desirable
General Qualifications & Training		
GCSE English & Maths (or equivalent) **or** evidence of a good standard of literacy/numeracy and a commitment to life-long learning	✓	
Commitment to attend appropriate training and development	✓	
Experience		
Experience of working in a school / education environment		✓
Experience of dealing with a range of people in a wide range of settings	✓	
Other general experience of working with young people		✓
Skills, Knowledge & Aptitudes		
Able to remain calm under pressure	✓	
Able to work as part of a team but with the confidence to work unsupervised on occasions whilst completing work demanding a high level of accuracy	✓	
Able to work in a logical and methodical manner with a very high level of accuracy	✓	
Basic knowledge of standard Microsoft office software applications such as Word, Excel		✓
Ability to use email and the internet		✓
Personal Attributes		
Ability to communicate effectively with a wide range of people (verbally) and with good written communication skills	✓	
Good interpersonal skills	✓	
Empathy and understanding of young people	✓	
Able to adapt to changing priorities		✓
Reliable	✓	

Confident in giving instruction to a group of young people	✓	
A good team-worker	✓	
Other Requirements		
A full clean driving licence		✓
A pragmatic 'can-do' and flexible approach to tasks – with a desire and willingness to ensure a task is completed	✓	
A good sense of humour and perspective	✓	
Able to commit to working within a rota system to support the fluctuating level of demand throughout the year and fully available for May and June exam period	✓	
Good sickness/attendance record in current/previous employment (not including absences resulting from disability)	✓	
No serious health problem which is likely to impact upon job performance (and which cannot be accommodated by reasonable adjustments)	✓	
Appointment of the successful applicant will be subject to satisfactory Disclosure Barring Service Disclosure (formally CRB) at an enhanced level	✓	