

# **PERSON SPECIFICATION**

## **Examination Invigilator**

Key skills and competences will include:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- be organised with meticulous attention to detail
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- the ability to take decisive action and problem solve so as to be able to deal with unforeseen problems and ensure the integrity of the examination is never compromised.
- the ability to work to deadlines and remain calm under pressure;
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- an understanding of examination systems and processes would be a significant advantage