

Person Specification
Exam Invigilator/Reader
Grade 1 Point 10 – 11

	<u>READER</u>	<u>INVIGILATOR</u>	
<u>Specification</u>	<u>Essential/ Desirable</u>	<u>Essential/ Desirable</u>	<u>Method of Assessment</u>
EDUCATION & TRAINING			
<ul style="list-style-type: none"> GCSE grades A*-C in English and Maths or equivalent 	Essential	Desirable	AF/LA/C/SP
RELEVANT EXPERIENCE			
<ul style="list-style-type: none"> Working in an environment that requires good communication and interpersonal skills 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Experience of working in a school environment 	Desirable	Desirable	AF/LA/R/SP
<ul style="list-style-type: none"> Current DBS check 	Desirable	Desirable	AF/LA/R/SP
<ul style="list-style-type: none"> Experience of exam invigilation 	Desirable	Desirable	AF/LA/R/SP
APTITUDE AND SKILLS AND PERSONAL QUALITIES			
<ul style="list-style-type: none"> Ability to work under pressure 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Accuracy and attention to detail 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Flexible approach to work 	Essential	Essential	AF/LA/R/SP
Ability and willingness to carry out some manual lifting of examination stationery	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Ability to work as part of a team under the supervision of another member of staff 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Reliable and punctual 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Polite, friendly and flexible approach to work 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Team Worker 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Ability to keep calm and maintain an air of authority 	Essential	Essential	AF/LA/R/SP
<ul style="list-style-type: none"> Understanding of examination process 	Desirable	Desirable	AF/LA/R/SP
<ul style="list-style-type: none"> Be able to interpret regulations and work within a set of defined procedures 	Essential	Essential	AF/LA/R/SP

	AF	LA	C	R	SP
Key	Application Form	Letter of Application	Certificates	References	Selection Process

