**PERSON PROFILE**

**Examination Invigilator**

|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| GCSE in Mathematics and English grades A-C/5-9, or other relevant qualifications (or equivalent experience / expertise)  | ✓ |  | AF / D |
| **Experience** |  |  |  |
| Experience in effectively dealing with secondary school aged children |  | ✓ | AF / I / R |
| Experience of working in the administrative office of an organisation |  | ✓ | AF / I / R |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| The ability to give clear and concise instructions and guidance |  |  | AF / I / R |
| The ability to use initiative and good judgement |  |  | AF / I / R |
| Good literacy and numeracy skills  |  |  | AF / I / R |
| Understanding of the requirements of examination boards |  |  | AF / I / R |
| Ability to follow guidelines and procedures  |  |  | AF / I / R |
| Ability to work effectively as part of a team and know how and when to seek support |  |  | AF / I / R |
| Meticulous attention to detail |  |  | AF / I / R |
| Personal Attributes |  |  |  |
| Professional integrity, discretion and confidentiality | ✓ |  | AF / I / R |
| Proven ability to work independently and contributing to high quality service, as part of team, valuing and respecting the wide range of approaches from professional colleagues | ✓ |  | AF / I / R |
| Enthusiastic and motivating attitude | ✓ |  | AF / I / R |
| Good oral and written communication skills | ✓ |  | I / R |
| Professional appearance | ✓ |  | I |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF / I / R |
| A good sense of humour and perspective | ✓ |  | I / R |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ✓ |  | I / R |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  | D |

**AF – Application Form I – Interview R – References D – Documents**