



Examination Invigilator PERSON SPECIFICATION

The successful candidate will:

- be reliable and punctual;
- Able to arrive by 8.15 am for morning exams and stay after school for afternoon exams;
- have good people skills;
- have good attention to detail;
- have the ability to deal with difficult situations in a calm manner;
- be able to work under pressure;
- have first class administrative skills;
- quickly follow written instructions, assimilate information and work meticulously to ensure errors are not made in the administration of examinations.
- have a good all-round education;
- have good literacy and numeracy skills;
- have good verbal and written communication skills;
- have good written English and clear handwriting, if needed to scribe for a pupil entitled to access arrangements;
- have a smart appearance and a positive presence and be able to assert appropriate authority in an exam situation;
- enjoy working with young people;
- understand the need for discretion and confidentiality with regard to information about pupils;
- work well as part of a team, but also able to work independently when required.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.