



Person Specification Examinations Invigilators

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> Grade C (or above) at GCSE English and mathematics (or equivalent) 	<ul style="list-style-type: none"> Previous invigilator experience Experience of working in an educational setting 	Application form, Certificates
Skills & Knowledge	<ul style="list-style-type: none"> Ability to communicate with candidates and members of staff clearly and accurately Ability to work to predetermined instructions Ability to follow recognised procedures and policies Can use initiative, within recognised procedures. Able to follow the school's safeguarding procedures and recognise when to report any concerns Can deal with unexpected problems/situations, though has access to manager/supervisor for advice on unusual or difficult problems Accuracy and attention to details Flexible approach to working Ability to work as part of a team and independently as necessary Ability to be firm but fair at all times Ability to remain positive and enthusiastic when working under pressure Able to use all office equipment and has knowledge of administrative and word processing software packages 	<ul style="list-style-type: none"> Be confident and a reassuring presence to candidates in the exam room Ability to relate to candidates yet maintain an air of authority 	Application form, Selection process
Personal qualities and skills	<ul style="list-style-type: none"> Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm 	<ul style="list-style-type: none"> Ability to ask for help if required 	References, Selection process



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	<ul style="list-style-type: none"> • Effective oral and written communication skills • Good organisation, time management and interpersonal skills • Be tactful, discreet and understands confidentiality • Ability to support and challenge • Ability to inspire, motivate and influence others 	<ul style="list-style-type: none"> • Concern for the welfare of the school community 	
Special Requirements	<ul style="list-style-type: none"> • Excellent punctuality and attendance record • Professional appearance and demeanour • Able to work calmly under pressure and withstand stress • Willingness to participate in the extracurricular life of the school 		References, Selection process